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ABSTRACT

The objective of Pennsylvania's State Plan for use of Library Services and Construction Act (LSCA) funds is continued development of a statewide system of libraries so that good quality, free, convenient, public library service will be available to every resident of the state. The system consists of: (1) local libraries or bookmobile stops so located that library services will be available to every resident of the state within fifteen or twenty minutes travel of his residence, (2) district library center services which meet the specialized resources and staff needs of each resident within approximately one hour of his residence; and (3) regional library resource center service for the research needs of each resident within a day's round trip of his residence. Selection of methods for establishing priorities, indication of present and future needs and the establishment of criteria for allocation of funds within the priorities established are decisions made within this plan. Part IV and V which follow the "five Year Plan" contain the substantiating material upon which the plan was developed. (Other State Plans are: LI 003 985 through LI 003 989 and LI 003 991 through LI 003 993.) (Author/NH)

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A Five Year Plan Pennsylvania Library Development

1971-1976

LI 003 990

State Library of Pennsylvania
Pennsylvania Department of Education

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I. INTRODUCTION

A. General Comments

Historically, no long-range plan has been required for the use of Library Services and Construction Act funds. Extensive planning has been carried out for library development over the years. This planning included the use of Library Services and Construction Act funds and integrated these funds into the overall development of library service in the state on the assumption that although these funds were to be separated from state and local funds, the desired end result was inextricable from local and state efforts.

Insofar as possible, Library Services and Construction Act funds have been used to meet the needs revealed in many studies, among which are the following:

Beasley, Kenneth E. A study and recommendations of library districts in Pennsylvania. University Park: Institute of Public Administration, Pennsylvania State University, 1962.

Blasingame, Ralph U. Feasibility of Cooperation for Exchanges of Resources Among Academic and Special Libraries in Pennsylvania. University Park: Institute of Public Administration, Pennsylvania State University, 1967.

Fels Institute of Local and State Government. Library Services for the Blind and Physically Handicapped; a comprehensive program for Pennsylvania. Pittsburgh: Government Studies Center, Fels Institute of Local and State Government. 1970.

Martin, Lovell A. Library Services in Pennsylvania Present and Proposed. 2 v. Harrisburg: Pennsylvania State Library, 1958.

I. INTRODUCTION

A. General Comments

Martin, Lowell A. Progress and Problems of Pennsylvania libraries; a resurvey. Harrisburg: Pennsylvania State Library, 1967.

Pennsylvania State Library. Bureau of Library Development. Directory of Pennsylvania Academic and Research Libraries, 1970-71. Harrisburg: By the author, 1971.

Sessa, Frank B., and Keith Doms. Proposals and Recommendations for Pennsylvania's Participation in Title IV, Library Services and Construction Act. Pittsburgh: Bureau of Urban Research, Graduate School of Library and Information Sciences, University of Pittsburgh, 1968.

A further effort at planning is currently under way through the work of a special committee of the Advisory Council on Library Development.[1] This committee, over the next two to three years, is expected to prepare a master plan for the development of all types of libraries. It is expected that such a master plan will be largely a synthesis of the research and planning done for the aforementioned studies, position papers prepared by the committee and recommendations for new organizational structures, possibly requiring legislation for implementation.

The revised Library Services and Construction Act passed in 1970/71 requires the preparation of a long-range plan for the development of library services. The Advisory Council on Library Development will produce additional recommendations for library development; therefore, this plan is subject to the following limitations:

1. It will be subject to immediate and continuous revision.

2. It is limited to the amelioration of problems which can legitimately be covered under the Library Services and Construction Act and the legal

[1]This committee will be hereafter referred to as the Master Plan Committee.

I. INTRODUCTION
A. General Comments

areas of responsibility of the State Library.

Advisory Committee on Federal Programs

Member	Interests Represented
Miss Ann Lesser, Director Warren Library Association 205 Market Street Warren, Penna. 16365	Public Libraries
Mr. Ronald L. Green, Librarian Hickory Schools 2910 State Street Sharon, Penna. 16148	School Libraries
Mr. James P. Clarke, Director Marywood College Library 2300 Adams Avenue Scranton, Penna. 18509	Academic Libraries
Mr. Elliott Morse, Librarian College of Physicians of Philadelphia 19 South 22nd Street Philadelphia, Penna. 19103	Special Libraries
Mr. Briggs Salls Assistant Hospital Director of Therapeutic Services Wernersville State Hospital Wernersville, Penna. 19565	Institutional Libraries
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Miss Patricia Robinson 5323 Larchwood Street Philadelphia, Penna. 19143	Library User
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I. INTRODUCTION
A. General Comments

Distribution

In order to further assure statewide participation, copies of this plan will be distributed to all public libraries and selected academic and special libraries in the state. Suggestions for the further revision of the plan in succeeding fiscal years will be invited.

Coordination

The administration of the Library Services and Construction Act funds for Pennsylvania will be coordinated with other related programs through the State Library's Bureau of Library Development. A Library Development Adviser II is assigned to coordinate Title III projects and to act as liaison with academic and special libraries. Thus it is necessary that he remain continually aware of developments in the Higher Education Act and other educational programs. The Elementary and Secondary Education Act funds for school libraries are administered through the Bureau of General and Academic Education, Division of School Libraries. Close contact is maintained through frequent conferences and the Coordinator of the Division of School Libraries is a member of the Master Plan Committee. A representative of school libraries is included on the Advisory Committee on Federal Programs.

Library Services and Construction Act funds are administered by various divisions of the Bureau of Library Development, coordinated by the Bureau Director, with the exception of funds allocated to the General Library Bureau of the State Library. Coordination of the General Library and the Bureau of Library Development is the responsibility of the State Librarian.

I. INTRODUCTION

B. Why this plan

It is evident that extensive long-range planning for library development has been carried out prior to this time. However, the need for preparing a specific plan for the use of Library Services and Construction Act funds is obvious. It is hoped that this and plans being developed in other states will sufficiently define the areas in which efforts are to be made that a greater degree of coherency will be achieved in the sequence of projects and programs.

This plan has been prepared with the advice of the Advisory Committee on Federal Programs and in consultation with the Federal Office of Education Regional Program Officer.

Part IV and V which follow the "Five Year Plan" contains the substantiating material upon which the plan was developed.

II. A FIVE YEAR PLAN

A. Need for Library Programs and Services

A limited study undertaken by the State Library in late 1971 was designed to determine present and future needs for Pennsylvania's libraries. The survey was conducted among the Advisory Committee on Federal Programs, District Library Center Heads and Extension Workers and the State Library staff.

The results of this study can be found in Table 1 "Study of Needs-1971". Basically, the five needs most frequently identified are:

1. Finances
2. Personnel
3. Service to unserved or inadequately served
4. Improved cooperation
5. Stronger State Library

A more detailed assessment of needs reflecting user and non-user surveys and the use of a Delphi Questionnaire are methods being considered to expand our sphere of knowledge in the area of present and future needs of libraries. These tools for gathering information are to be used during early fiscal 1973-74, if feasible.

Decisions must be made which will resolve these identified needs so that the Pennsylvania Plan will provide for the development of a coordinated statewide system of libraries, providing high quality, free and convenient library service to every resident of the Commonwealth by 1975-76. This is our major goal.

TABLE 1

STUDY OF NEEDS - 1971

		PRIORITY		
	TOTAL	1st	2nd	3rd
1. Financial support for library service	37	25	5	7
2. Better personnel	18	2	10	6
3. Education of librarians to patron needs	16	3	10	3
4. Mandation support for library service	15	6	5	4
5. Service to sparsely settled areas	15	4	5	6
6. Improved cooperation among libraries	12	2	4	6
7. Stronger State Library direction	10	4	6	
8. Statewide public relations program	7	1	2	4
9. Transferable pension plan	6		2	4
10. Standards for library service	6	2	1	3
11. Expansion of non-print media resources	5		2	3

II. A FIVE YEAR PLAN

A. Needs for Library Programs and Services

Selection of methods for the establishment of priorities, indication of additional needs (present and future) and the establishment of criteria for allocation of funds within the priorities established are decisions which shall be made within this plan.

[1]The CIPP model of evaluation will be used to maintain a constantly updated program. Information available from reports, studies, statistics and the annual program descriptions will provide a factual basis for decisions. The Advisory Committee on Federal Programs, Master Plan Committee and Bureau of Library Development staff will be involved in deciding on priorities. Final decisions will rest with the State Librarian.

All developments in relation to the plan shall be reviewed by the Governor's office or his designated representative (e.g., State Planning Board) and the Advisory Committee on Federal Programs.

In determining priorities three major criteria were used: 1) the current context of library service, 2) legal structure of the Library Services and Construction Act and state government and 3) availability of funds.

Using these criteria the following priorities shall be in effect for the implementation of this plan:

1. Activities which will bring or improve library service to the State as a whole, when it is without such services or when such services are inadequate, will be given priority. Examples are as follows:

[1]See Section III - "Evaluation Design"

II. A FIVE YEAR PLAN

A. Needs for Library Programs and Services

a. State Library development

b. Statewide film program

c. Development of personnel resources

2. Activities which will lead to the development of public library services to disadvantaged persons residing in urban or rural areas with high concentrations of low income families.

3. Activities which will lead to the provision of public library services to persons residing in sparsely settled areas of the Commonwealth or areas without such services.

4. Activities which will lead to development of library systems or extensive interlibrary cooperation as compatable with survey done by Dr. Lowell Martin and State Standards will be given priority. Examples are as follows:

a. Assistance in the development or establishment of library systems meeting at least the minimum standards of service as promulgated by the Advisory Council on Library Development.

b. Processing/bibliographic center(s) for regions of the State. Such centers must be at least multi-district.

c. Assistance to metropolitan public libraries which serve as Regional Resource Centers.

d. Activities involving development of networks of different types of libraries and cooperation between different types of libraries, such as improved communication and delivery systems, union lists or catalogs of materials and sharing of staff, equipment or resources.

II. A FIVE YEAR PLAN

A. Needs for Library Programs and Services

e. All other factors being equal, priority shall be given to projects which show a local financial effort sufficient to insure continuation upon termination of federal support.

5. Activities which will provide library services, through public or other non-profit libraries, agencies or organizations, to physically handicapped persons (including the blind and other visually handicapped) certified by competent authority as unable to use conventional printed materials as a result of physical limitations.

6. Activities which will provide library services to inmates, patients or residents of penal institutions, reformatories, residential training schools, orphanages, residential schools for handicapped persons or other general or special institutions or hospitals operated or substantially supported by the Commonwealth.

7. All other factors being equal, priority shall be given according to the order of receipt of approvable proposals.

8. Proposals for new projects shall receive priority over requests for continuation of projects that are scheduled to terminate.

II. A FIVE YEAR PLAN

B. Concept of Total Library Services

In determining the course to be taken in the development of libraries, it is necessary to state as clearly as possible the mission of libraries. The following paragraphs will attempt to describe these missions, dealing not with political or procedural realities in this case, but with a philosophical statement of our raison d'etre.

All types of libraries have in common the social mission of preserving and transmitting the record of man's achievements. Different institutions, bound by different constraints, must work toward this end within the various parameters defined by their publics, their parent institutions, or the particular area of the records of knowledge in which they specialize.

In each of the following statements, the idea of "transmitting" is implicit in the statements of goals. Each type of library exists not for the good of the materials in it, but for the good of the persons by whom it will be used. In each case, the library is user oriented. Each library should regularly evaluate its programs in relation to user needs.

The Public Library

The public library is responsible for developing and pursuing objectives and policies which meet the needs and interests of the community served. As a resource and information center for its community, the public library's primary role embraces educational, cultural and recreational factors. It serves both individuals and groups and is uniquely equipped to serve the self-education needs of its given community for the continuing education and personal development of its clients, both actual and potential. It also provides access to the knowledge of the past, information regarding

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

the present and ideas that shape the future. In carrying out these objectives, the public library must recognize its legal and moral responsibility to make full use of its collections, consultant services and training programs and to establish relationships within its organized network and with other types of libraries and institutions such as academic and school libraries and library schools.

In meeting the expressed and observed needs for self-education, continuing education and personal development, the public library must provide the facilities, services and materials to respond to the total composition of the community. Factors such as age level, racial makeup, religious affiliations and educational, economic and cultural characteristics, as well as national origins and political viewpoints, must be taken into consideration.

The dual roles of providing for the cultural and recreational needs of its community have often been considered secondary to the informational or educational function. Within the past few years there has been a noticeable shift in some urban and inner city areas to provide more fully for the recreational and cultural needs of their individual clientele. Libraries must recognize their vital role in the betterment of human life and take a more active role in providing for the full range of community needs.

The public library in Pennsylvania is responsible to the local governmental unit from which it derives support, but it also must develop services within its designated district and its regional areas. Cooperation from the local to the statewide service area must be carried on in both directions, for the present structure of the statewide network has great potential for shared resources and services. In this sense, it becomes apparent that the "community" to be served may reach beyond the narrow

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

definitions which seem to be apparent in legal structures. The hierarchical nature of strengths of resources has been recognized and utilized in the existing systems, thus extending the community to be served by some libraries to a regional or statewide area.

Academic Libraries

The academic library must be responsive to the objectives of the institution which supports it. The institutional goals of teaching and personal development, research and scholarship and community service must be implemented by the library's systematic collection of informational material in all forms, thoughtful organization of the materials and the library's reference and reader's advisory services.

Specifically, the library's operation must reflect the nature of the curriculum and new concepts of instruction. To the traditional institutional role of preserving and passing on man's cultural heritage has been added the student's preparation for problem solving which forces the student to locate and learn relevant and significant information. Thus, the library must provide an independent avenue for learning as well as augment classroom instruction.

The residential aspect of many academic institutions places responsibility on the library for student recreational reading and other needs which can be met with library materials. In the library existing in the larger university which offers graduate programs, research becomes a more important factor in the curriculum and in the life of the academic community. This is reflected in the comprehensiveness of collections or in their concentration in special areas of interest.

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

The library must be informed of the research and scholarship demands of the academic community and must provide assistance through consultation with those seeking materials. Since it is not possible to acquire in one location all available resources, the library must share its resources with other libraries in return for the privilege of borrowing materials not held locally. A spirit of cooperation favorable to all researchers should be established. In academic libraries, as well as in public libraries, there exists a hierarchy of strengths. This may be due to the comprehensiveness of the very large collection or to the concentration of collections in institutions which have a narrowly defined educational mission. Both sources of strength have, to a large extent, been determined by accident. In order to serve the research community most effectively, strong subject collections have been recorded through union catalogs and lists of serial holdings, but it is also imperative that the efforts to develop and use such strengths be planned and coordinated. The ideal of service to community - which permeates especially the state and city universities - carries with it the notion, even the principle, that academic libraries too exist to serve the community. The study of community problems, the development of continuing education and the "open university" approach will heighten the comprehensive role of the academic library and should be reflected in its operation.

As a part of the knowledge availability system of the state network of libraries, academic libraries provide unique resources and in their aspect of community service have a great role in the intellectual life of the state.

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

School Libraries

The school library is an integral and essential part of the educational process. It is a "learning laboratory where the use of all resources, print and non-print, is purposeful, planned, and integrated with the teaching and learning program to widen, deepen, intensify, and individualize the educational experience."[1]

The library should be developed as "The implementation of a planned, sequential program which continues in reflecting the philosophy of the school and in supporting its educational program."[2]

The goal of the school library is to assist in the personal and intellectual development of the student, particularly as related to the curriculum of the school. In keeping with this, the librarian must be an educator conversant with educational processes and instructional media and must be active in relating and interrelating media content for the student in the educational process.

Special Libraries

A "special library" generally means a library which is concerned almost exclusively with the literature of a particular subject or group of subjects or a library which is a collection of a particular form of materials. Most special libraries exist to serve the needs of the personnel of a parent organization, for example, the members of a specialized vocation or profession, the patients at a hospital or the staff of an industrial

[1]PENNSYLVANIA SCHOOL LIBRARY STANDARDS, rev. 1968. Division of School Libraries, Bureau of General and Academic Education, Department of Public Instruction, Commonwealth of Pennsylvania, Harrisburg, Pennsylvania 15M-4-68.

[2]Ibid

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

concern. Some special libraries make their resources available to the general public in their special areas. "Intensive Information Service" has been described as the reason for the existence of the special library. Such services are geared to serve the aims of the parent organization and are affected both by budgetary considerations and by the conception of desirable service in the minds of the administrators of the organization.

Many special libraries supply information more than material, drawing attention to its existence and so evoking a demand for it. To facilitate this aspect of service, extensive subject records - indexes and bibliographies - must be prepared and maintained. In the majority of cases, information must be provided quickly and be as up to date as possible, for it is generally needed for work in progress.

The special library assumes the goals of the sponsoring unit or clientele. While the library might only be a small part of a larger whole, and be working within a very limited field, it has the opportunity of close contact with the goals of the sponsoring unit and the needs of its readers in relation to those goals. It is the concentrated purpose of the special library that gives it its strength and its opportunity to make a distinctive contribution.

There are also libraries which may be considered "special" due to the nature of their collections or their publics. Examples of these are the regional film centers, which supply a special type of material to a general audience, and the regional libraries for the blind and physically handicapped, which service the particular needs of a narrowly defined audience.

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

Institutional Libraries

There are also special libraries serving the staff or residents of institutions such as hospitals, prisons and special schools. Library facilities for staff use in such institutions provide material needed by staff to assist them in their efforts to meet the goals and objectives of the institution. Library service to residents of institutions depends upon the nature of the institution, the size of the population, length of stay of the residents and many other factors. However, the goal of the service in any situation can be broadly defined in terms of the library service to which the residents would have access if they were living in the community. Usually this means that the institution library is a combination school, public and special library functioning within the limitations of the institution setting.

The State Library

There are several goals for the State Library, although they are so interwoven as to be almost inseparable. Simply, they could be divided into two factors:

1. The coordination and strengthening of the system of library services to all residents of Pennsylvania.
2. Service to state government in order to facilitate governmental processes at all levels.

The former function is worked toward by providing a strong supplemental library upon which other libraries can draw for service to their communities or which citizens may use directly, and by assistance in coordinating, planning and developing the entire system of libraries. The ultimate goal is to assure each resident of service appropriate to his immediate needs in his community, as well as less direct access to resources adequate to his most specific or esoteric need.

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

Systems and Networks

The goal of library systems and networks is to coordinate library services and resources in order to provide the best possible services to all kinds of library users at reasonable cost.

Historically, different types of libraries have developed independently to serve the needs of particular segments of the total community. One virtue of this development has been the establishment of superior special services for particular kinds of readers. A detrimental effect has been the growth of a fragmented multiciplicity of library service agencies, resulting in unnecessary duplication, on the one hand, and in significant gaps in services on the other. The development of coordinated systems and networks would alleviate these undesirable circumstances.

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

1. Development of Programs and Services (Title I)

a. Goal: to develop a stronger State Library

It is the state's responsibility to support the State Library. Infusion of large sums of federal funds for general operating purposes should be drastically reduced. The materials budget of the General Library should be primarily state funds.

However, the support of the Bureau of Library Development and State Library administration should be augmented by federal funds to the extent necessary for administration of federally funded programs. The following outline reflects proposed developments by Bureau.

(1) Objective: expansion of the Bureau of Library Development to better support the development of libraries in the Commonwealth.

General Staff for coordination of Bureau activities and of all Library Services and Construction Act funds should be augmented by including two administrative assistants (one each for the Bureau Director and the Library Services and Construction Act Coordinator, Title I) and trained evaluation personnel.

Public Library Advisory Services staff should be expanded from its present level of Coordinator, two generalist advisors and one Professional Collection Librarian (LII) to a minimum of Coordinator, five generalist advisors, specialists in automation, non-print materials, outreach service, statistical coordination, and adult, young adult and children's resources and services and one Professional Collection Assistant Librarian (LI). Five secretarial/clerical staff and one library helper are needed to support the work of the

II. A FIVE YEAR PLAN
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Advisory Services Division staff and assist in the assembly and dissemination of advisory resources and informational materials.

Certification and Training Services should be expanded to include one Library Advisor I to assist in and coordinate planning and training programs.

Interlibrary Cooperation and Academic-Research Library Services should be expanded to include two Library Advisor I and two clerk typists.

Institutional Library Services should be expanded to include central purchasing of materials and processing for participating institutions, one Librarian I and two clerk typist I. Consultant services should be expanded to include non-state institutions. Liaison of all libraries with services to blind and physically handicapped to develop a comprehensive service, two Library Advisor I, one clerk typist I.

Preparation of specialized bibliographies, identification of materials requested for information and titles, assistance with library development in institutions with skills not requiring advisory level of experience and training, overall supervision of central purchasing, one Librarian II and one clerk typist II.

Central services including rotating collection, curriculum materials, loan collections of exhibit materials, a public relations program for library service to the blind and physically handicapped, talking book machine distribution, etc., one Librarian I, one part time graphics art specialist and one clerk typist I.

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

The Bureau of Library Development should as a priority item undertake a self-evaluation to determine how best to support its goals and objectives.

(2) Objective: support of the Bureau of General Library's materials budget and related activities.

The General Library collection shall be expanded to better its ability to provide materials in considerable depth for purposes of interlibrary loan throughout the state. The State Library's collection is to be developed in strength in those specific areas which have been assigned to it as a regional resource center library. These include library science, journalism, sociology, statistics, political science and government, economics, law, public administration, social welfare, education, public services, printing and bookmaking, history and North American history. All materials, with certain exceptions, are available to back up the resources of any library in the Commonwealth.

The General Library also serves as the federal regional documents depository for the whole state and as such provides advisory service and exchange and disposal programs to the 32 federal documents depositories in the state. This program is relatively new to the State Library and the basic documents collection requires building, reorganization and conversion to microform where possible.

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

b. Goal: to encourage the Development of Statewide Library Services and of Library Systems

(1) Objective: support of the Statewide Film Program

The Pennsylvania Statewide Film Program, begun in 1966, has grown far beyond the ability of the two regional centers in Philadelphia and Pittsburgh to meet the demand. To offset this, the Statewide Rotating Film Program became operative in early 1971.

Over the next few years an evaluation conducted by the State Library appointed Film Advisory Committee will give new insights into the future of this program. However, as now envisioned, coordination and funding of the film program will continue to be the primary responsibility of the Commonwealth, using a combination of federal and state monies. The project should take into consideration the operation of the two film centers and the rotating program through 1973-74. It is envisioned that beginning in early 1973 a consolidation program will begin. The program will provide for a collection of films to remain in Philadelphia and Pittsburgh to be operated as part of their library systems. These units will serve only the two cities and will be funded by them. The remainder of the films, plus the rotating collections, will become the Commonwealth's major film collection. It will be solely a warehouse operation and will act as a back up to the collections in the District Library Centers.

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

(2) Objective: establishment of Regional Delivery Systems

Establishment of six to eight regional delivery units is projected. These units will provide delivery service among all types of libraries across the state. The state shall assume continuing support with state and federal funds. In 1972-73 two systems are projected, with the expectation that all units will be operative by 1975-76.

(3) Objective: development of Personnel Resources

To help ensure quality library service for all Pennsylvania residents, the State Library will, as a part of this goal, establish a coordinated program for the fullest possible development of all library personnel resources in the state. The following are its major areas of responsibility:

I. Education

A. Continuing Education for Professional Staff

To determine cooperatively, develop and sponsor in cooperation with various institutions and/or organizations a program of continuing education to meet both the basic and special needs of the professional librarian in all types of libraries.

1971-72 - Institutes and seminars designed to:

1. give an understanding of the group process and skills in interpersonal relationships and communication needed for effecting change.
2. lead to a defining of library objectives.

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

1972-73 - Institutes and seminars designed to:

1. give a general knowledge of the management process, with special emphasis on management by objectives and personnel administration.
2. teach the principles of educational programming and design needed for developing and conducting in-service training programs for all library personnel.

1973-76 - Special courses designed to instruct in areas such as the following:

1. Developing library programs to support federal efforts in Right to Read, drug abuse, environmental problems, juvenile crimes, etc.
2. Public library group services
3. Urban library planning
4. Financing, budgeting, P.P.B.S., etc.
5. Business management techniques
6. Relating the library to the community
7. Interlibrary cooperation
8. Evaluation and use of non-print materials
9. Data processing, etc.
10. Problems analysis/decision making
11. Other, such as new staffing patterns, collective bargaining, Pennsylvania Government, evaluating public relations programs.

II. A FIVE YEAR PLAN
B. Concept of Total Library Service

Participants will be professional librarians from all types of libraries. The subject matter will be offered through institutes, seminars, professional meetings and formal course work, and will be jointly sponsored with the Pennsylvania Library Association, graduate schools of library science, graduate schools of other discipline and other appropriate agencies. In the beginning, major funding will come from the State Library; in 1973 and 1974, cooperatively with other agencies. In 1973 through 1976 some effort should be made to test whether a portion of the institutes and seminars can become largely self-supporting through tuition and/or other fees.

B. In-Service Training

1. To give advice in the development of in-service training program for all categories and levels of library personnel on the district or local level and to help fund these programs whenever possible.
2. To research and sponsor cooperatively with other agencies and organizations pilot projects using innovative teaching methods.
3. To evaluate in-service training related to certification of public librarians in the library assistant category with a view towards making specific recommendations on the continuance of this program. (Since this program is directly related at this time to the State Library's current standards and certification of public librarians, it is logical to assume that after 1974, when the standards are met, State Library sponsored in-service training

II. A FIVE YEAR PLAN
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related to certification will be phased out gradually and that future efforts and funding will be directed toward B, 1 and 2).

C. Pennsylvania State Library Trainee Program

1. To administer a program providing financial assistance toward the attainment of a graduate library degree to help fill the professional staffing needs in Pennsylvania public libraries.

2. To evaluate and change the program as needed with regard to cost factors and in relation to changing library staffing patterns to reflect greater percentages of minorities.

II. Certification

A. To improve standards of service by certifying public library personnel in the categories authorized by The Library Code and the present regulations on certification.

B. To evaluate constantly and make recommendations for needed changes in certification regulations and personnel standards for Pennsylvania public libraries.

C. To maintain communications with Pennsylvania library educators, the Department of Education and other appropriate agencies in order to apprise them of our goals, needs and concerns.

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III. Recruiting

A. To determine periodically number and types of current and potential positions needed to be filled in the state (see also Education-Trainee Program).

B. When appropriate, to contract with other organizations and institutions to carry out and/or coordinate recruiting activities based on needs expressed in periodic surveys; these programs and activities to be determined cooperatively with the organization with whom the State Library contracts.

C. To serve as a clearinghouse on positions open for all types of libraries and to supply information on careers, education and scholarships.

D. Pennsylvania State Library Cadet Program

1. To administer a program providing qualified college students with a practical, professional library experience designed to interest them in a library career.

2. To evaluate the program to determine the need for changes in the program procedures, the appropriate age level focus, and the need for continuing the program.

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IV. Equal Employment Opportunity Program

A. The State Library will provide leadership in efforts to attain equal rights for all Pennsylvania library personnel, including the implementation of affirmative action programs to involve all minority groups, including women, at every level of employment and decision making. This can be accomplished in the following ways:

1. State Library sponsorship of Equal Employment Opportunities Workshops for library administrators.
2. A task force review of employment opportunities in Pennsylvania libraries with a view towards making specific recommendations for action programs to eliminate discrimination.
3. Provisions in federal and state contracts and/or grants to insure that recipients of these grants do not discriminate.

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(4) Objective: development of Library Systems

I. State Aid to Metropolitan or Other Libraries Serving as Regional Library Resource Centers.

Regional Resource funds are divided equally among the Free Library of Philadelphia, Carnegie Library of Pittsburgh, State Library of Pennsylvania and the Pennsylvania State University to support interlibrary loan and collection development.

II. State Aid to District Library Centers

These funds are provided to enable the 28 District Library Centers to act as systems headquarters and to provide various services as required by the Pennsylvania District Library Center Standards.

III. State Aid to Public Libraries

Three types of aid are paid to local public libraries: per capita aid, equalization aid, county aid. Grants are made to about 320 public libraries each year. Funds are used approximately: 49%-salaries, 31% books, 19%-other and 1%-capital.

IV. Public Library Project Federal Grants

A. Outreach Grants

Programs designed to bring meaningful library services to the rural and urban disadvantaged shall be developed. These projects might include sidewalk vans, outreach librarians, store front outlets, special collections, etc.

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B. Unserved Area Grants

Assistance shall be given in developing programs and establishing library service, which meets Pennsylvania Public Library Standards, to those approximately 1,063,510 Commonwealth residents now without such service. Projects will include an expanded Mail Order Catalog program, bookmobiles, establishment of county and multi-county libraries.

C. System Development Grants

Projects which lead to the development of public library systems shall be inaugurated.

Such projects may include, but not be limited to: strengthening District Library Center collections; extension programs, communication systems, centralized processing, union catalogs.

In the first year of the project the TWX network will continue to be expanded. The Union Library Catalogue of Pennsylvania shall receive additional funds. A program of grants to upgrade weaker District Library Centers shall be instituted in 1972-73. A state supported processing center is anticipated to be operative by 1974-75.

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D. Materials Grants

This project provides assistance to existing local libraries to enable them to improve service to the minimum level prescribed by the State Library of Pennsylvania Public Library Standards.

Projects shall consist primarily of matching materials grants on a dollar-for-dollar matching basis up to a maximum grant of $35,000 for District Library Centers and $15,000 for local libraries.

E. Innovative Programs

This project provides for grants to libraries and/or non-library units to cover programs which may be of an innovative or investigative nature. Studies, surveys, opinion polls, etc., are examples of such projects.

(5) Objective: establishment of Institutional Library Services

The present "Institutional Library Services Division" of the Bureau of Library Development shall continue to operate in its program of development.

I. Services to State-owned Institutions

A. Institutions with populations over 300

1. Resident Libraries

a. At least one full time partially trained paid staff member (Professional librarian if population exceeds 750).

b. Adequate space

c. A collection of 10,000 volumes or 10 books per resident (whichever is larger) of materials responsive to the needs and interests of the population.

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d. Equipment for library and non-library use of common non-print materials.

e. Some form of regularly reviewed browsing collection in every living unit.

f. Staffing by resident personnel where feasible.

2. Staff Library Service

a. A regularly assigned staff person a minimum of half time.

b. A central library space accessible by telephone with easy access from outside the building.

c. A collection planned to meet the needs of the institution.

d. Planned coordination with other libraries with related materials.

B. Institutions with Populations Under 300

1. Residents' Library Service

a. Service developed by the institution or by contract or cooperation with existing libraries.

b. A definitely assigned staff person with regularly scheduled library time.

c. Accessible adequate space.

d. Collection augmented by rotating materials from the State Library or a local library.

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2. Staff Library Service

a. A regularly scheduled staff person with a definite time commitment.

b. Suitable space.

c. A collection planned to give maximum value to the staff of the institution.

d. Planned coordination with other libraries.

II. Assistance to non-state institutions to assist them in reaching the goals set for substantially state supported institutions through development of service in the institution or cooperative arrangements with community libraries.

III. Library Service to Blind and Physically Handicapped

A. A statewide promotion program to acquaint eligible readers with the service.

B. Improvement of the present regional libraries to better meet potential as well as existing needs.

C. Development of more clearly defined channels of service involving all existing libraries with appropriate materials.

D. Coordination of areas of program, agencies, organizations and libraries involved to establish a system with a minimum of overlapping responsibility for maximum ease of use.

E. Improvement of direct readers advisory services to meet the needs of blind and physically handicapped readers.

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2. Physical Facilities (Title II)

a. Goal: to support the construction of an adequate State Library facility.

(1) An essential need and primary objective is a modern State Library building of approximately 350,000 square feet at an approximate cost of $17,500.00.

(2) In relation to the statewide film program, the mail order catalog program, regional processing center and delivery systems, 20,000 square feet of warehouse type construction would be needed at an approximate cost of $600,000.

b. Goal: to support construction of adequate facilities for system development.

(1) Objective: District Library Center buildings

The following buildings are needed by District Library Centers as the basis for effective library systems. Those marked with an asterisk have indicated a recognition of the need.

*Centre County Library, Bellefonte	
main library for county and potential district library center - 10,000 sq. ft.	$ 400,000
Bucks County Free Library	
main library building for district center and county headquarters - 50,000 sq. ft.	$2,000,000
**Langhorne-Middletown Branch - 15,000 sq. ft.	$ 600,000
Erie Public Library	
main library to serve center, city library, and county headquarters - 50,000 sq. ft.	$2,000,000
**Erie County Branch Building	
Millcreek Township - 8,000 sq. ft.	$ 320,000

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Harrisburg	
main county library building and district center- preferably east of city - 30,000 sq. ft.	$1,200,000
*New Castle - City Library	
city library and district center - 30,000 sq. ft.	$1,200,000
*Norristown	
county library headquarters - district center - local library for Norristown and vicinity - 50,000 sq. ft.	$2,000,000
Pottsville	
district center - local library for city - county headquarters - 20,000 sq. ft.	$ 800,000
*West Chester	
main building - district center - principal resource for county - 50,000 sq. ft.	$2,000,000
Chester County- Branch Buildings:	
**Tredyffrin Township - 10,000 sq. ft.	$ 400,000
**Coatesville - 10,000 sq. ft.	$ 400,000
*Downingtown - 5,000 sq. ft.	$ 200,000
Wilkes-Barre	
main city library - county headquarters - district center - 35,000 sq. ft.	$1,400,000
*Williamsport	
main city building - county headquarters - district center - addition - 30,000 sq. ft.	$1,200,000

Those marked with a double asterisk (**) have a good probability of accomplishment by 1976.

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(c) Objective: construction of facilities needed to develop services in urban and rural disadvantaged areas and in other areas with inadequate facilities.

Those items marked with a double asterisk (**) have a good probability of accomplishment by 1976. Those marked with a single asterisk (*) have recognized a need for the facilities.

Allegheny County - Local Library Buildings:

*Mt. Lebanon Township - addition - 7,500 sq. ft.	$ 300,000
*Penn Hills Township - new building - 8,000 sq. ft.	$ 320,000
Ross Township - Northland Public Library - 20,000 sq. ft.	$ 800,000

Bradford - Wyoming County

central county library building - 8,000 sq. ft.	$ 320,000

Clarion County

district center resource unit and headquarters for tri-county regional - 8,000 sq. ft.	$ 320,000

Clearfield County

*local library - Dubois - 7,000 sq. ft.	$ 280,000

Crawford County

new library building or addition to produce - Titusville - 7,500 sq. ft.	$ 300,000

Delaware County

**Chester - new main building - 15,000 sq. ft.	$ 600,000
**Folcroft - new local library - 5,000 sq. ft.	$ 200,000
**Haverford Township - addition to present library - 10,000 sq. ft.	$ 400,000
**Lansdowne - addition to present building - 10,000 sq. ft.	$ 400,000

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Marple Township - addition to building - 5,000 sq. ft.	$ 200,000
*Radnor Township - addition to building - 2,500 sq. ft.	$ 100,000
*Upper Darby Township - new main building - 20,000 sq. ft.	$ 800,000
Elk County	
*Ridgway - new building or addition to present - 7,500 sq. ft.	$ 300,000
Jefferson County	
**Punxsutawney - new building - 7,500 sq. ft.	$ 300,000
Juniata County	
*Mifflintown - new building - county headquarters - 6,000 sq. ft.	$ 250,000
Lebanon County	
new main library building - Lebanon headquarters for county system - city library 12,000 sq. ft.	$ 480,000
Luzerne County	
Dallas - Back Mountain Library - new building - 8,000 sq. ft.	$ 320,000
*Pittston	
Greater Pittston Area Library - new building - 7,500 sq. ft.	$ 300,000
McKean County	
*Bradford - new building - 10,000 sq. ft.	$ 400,000
Mifflin County	
**Lewistown - new building - county headquarters - and town library - 8,000 sq. ft.	$ 320,000
Monroe County	
*Stroudsburg - new building - county headquarters - and town library - 8,000 sq. ft.	$ 320,000

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Montgomery County	
**Cheltenham Township - Elkins Park branch building - 5,000 sq. ft.	$ 200,000
*Lower Moreland Township - Huntingdon Valley - new building - 8,000 sq. ft.	$ 320,000
**Lower Merion Township - Bala Cynwyd Branch - new building - 6,000 sq. ft.	$ 240,000
Telford (Indian Valley Library) - new building - 8,000 sq. ft.	$ 320,000
**Upper Dublin Township - new building - 8,000 sq. ft.	$ 320,000
Philadelphia	
**West Philadelphia Regional Library approximately 36,000 sq. ft.	$1,456,099
**Haverford Headquarters Branch Library approximately 15,000 sq. ft.	$ 616,000
**Widener Headquarters Branch Library rehabilitation	$ 222,000
Union County	
*Lewisburg - new building - 8,000 sq. ft.	$ 320,000
Venango County	
*Oil City - remodelling and addition - 5,000 sq. ft.	$ 250,000
Franklin - addition - 2,500 sq. ft.	$ 125,000
Washington County	
*Bentleyville - 5,000 sq. ft.	$ 200,000
**Peters Township - new building - 8,000 sq. ft.	$ 320,000
*Cannonsburg - new building - 8,000 sq. ft.	$ 320,000
Westmoreland County	
*New Kensington - new building - 8,000 sq. ft.	$ 320,000

II. A FIVE YEAR PLAN

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3. Cooperative Programs (Title III)

Goal: The coordination of the resources and services of all types of libraries so that quality library services are available to all Pennsylvanians.

Objectives:

a. Pennsylvania plans to build on effective existing cooperative programs, such as the District Library Centers and library consortia.

b. It is also planned to stimulate cooperation so that all types of libraries will be involved in local, regional, statewide and interstate networks. The plan devised by the Master Plan Committee will be of great value in network development.

c. The regional councils will be most useful in developing and promoting cooperative projects in their areas. Some of the kinds of cooperative projects which will be emphasized in the future are:

Survey of existing interlibrary cooperatives

Establish 8 regional councils involving representation of users and all types of libraries

TWX service in all district libraries and academic libraries

Cooperative reference and information services

Joint planning of programs for adults and children

Access to union catalogs of materials by all libraries

Cooperative acquisition and processing

Central storage facilities

Reciprocal borrowing arrangements throughout the Commonwealth

Cooperation in development of personnel policies, budget techniques, management procedures, etc.

In-service training

Institute studies on the feasibility of various cooperative projects

III. EVALUATION DESIGN

A. Definition

For this plan we shall define evaluation as the process of delineating, obtaining, and providing useful information for judging decision alternatives. This definition contains three important points:

FIRST, evaluation is a systematic, continuing process;

SECOND, the evaluation process includes three basic steps: The delineating of questions to be answered and information to be obtained, the obtaining of relevant information, and the providing of information to decision makers for their use;

THIRD, evaluation serves decision making.

Since evaluation should serve decision making, the decisions to be served must be known. Four kinds of decisions are specified by the Context/Input/Process/Product (CIPP) Model. Planning decisions determine objectives. Structuring decisions project procedural designs for achieving objectives. Decisions in executing chosen designs are implementing decisions and recycling decisions determine whether to continue, terminate or modify a project.

The evaluation design, however, depends on a precise, clear statement of project objectives. The intent in suggesting the CIPP model is to demonstrate the nature of the evaluation process to be followed in the implementation of the total plan and its various components.

B. Model of Evaluation

The decision types mentioned earlier are served by four types of evaluation:

CONTEXT: provides information about needs, problems and opportunities in order to identify objectives.

INPUT: provides information about the strengths and weaknesses of alternative strategies for achieving given objectives.

III. EVALUATION DESIGN
B. Model of Evaluation

PROCESS: provides information about the strengths and weaknesses of a strategy during implementation.

PRODUCT: provides information for determining whether objectives are being achieved and whether the procedure employed to achieve them should be continued, modified or terminated.

The need to relate in practical the terms of the CIPP model and library planning and evaluation is essential to the development and implementation of this plan.

1. CONTEXT: It is planned to undertake a user and a non-user survey of selected libraries, available funds and staff permitting. The data from the Pennsylvania State University survey on bookmobile and mail order service that is now underway will provide a partial base of information concerning the future development of library service in the state. At this point in time, goals and objectives have been selected on the basis of limited available data. Only by the gathering of this more detailed and expanded data can the various alternatives for determining our setting goals and objectives be viewed clearly.

2. INPUT: After setting the stage of needs, problems and opportunities all the various alternative systems for resolving them must be analyzed. The strengths and weaknesses of each must be identified and enumerated.

The selection of the final course of action shall rest with the State Librarian for the overall plan, with the advice and counsel of the Advisory Committee on Federal Programs, and with the local officials for grant projects.

Local projects shall be selected on the basis of priorities previously outlined in this plan.

III. EVALUATION DESIGN

B. Model of Evaluation

3. PROCESS: As each activity, project or program is implemented, efforts will be made to monitor the activity to ascertain if, in fact, it is operating according to plan and providing the result desired. In each case, the process evaluation will be designed to provide timely information to project administrators about problem areas and potential procedural barriers which might hinder successful development.

4. PRODUCT: As early as the context evaluation stage, efforts will be made to identify measuring instruments and techniques for the product evaluation. These tools will be so designed as to relate outcome information - did we achieve our goal data? This information must be presented in such a fashion as to allow for deciding to continue, terminate, modify or refocus an activity or project.

C. Planning, Evaluation and Statistical Section

As a means of developing a continuous program of planning and evaluation, the State Library shall assign within three years a "Planning, Evaluation and Statistical Officer" within the Bureau of Library Development. The officer shall have full responsibility for coordination of overall planning, evaluation and statistics for the development of libraries in Pennsylvania.

TABLE 2

FOUR TYPES OF EVALUATION

	CONTEXT EVALUATION	INPUT EVALUATION	PROCESS EVALUATION	PRODUCT EVALUATION
OBJECTIVE	To define the operating context, to identify and assess needs and opportunities in the context, and to diagnose problems underlying the needs and opportunities.	To identify and assess system capabilities, available input strategies, and designs for implementing the strategies.	To identify or predict, in process, defects in the procedural design or its implementation, to provide information for the preprogrammed decisions, and to maintain a record of procedural events and activities.	To relate outcome information to objectives and to context, input, and process information.
METHOD	By describing the context; by comparing actual and intended inputs and outputs; by comparing probable and possible system performance; and by analyzing possible causes of discrepancies between actualities and intentions.	By describing and analyzing available human and material resources, solution strategies, and procedural designs for relevance, feasibility and economy in the course of action to be taken.	By monitoring the activity's potential procedural barriers and remaining alert to unanticipated ones, by obtaining specified information for programmed decisions, and describing the actual process.	By defining operationally and measuring criteria associated with the objectives, by comparing these measurements with predetermined standards or comparative bases, and by interpreting the outcomes in terms of recorded context, input, and process information.
RELATION TO DECISION-MAKING IN THE CHANGE PROCESS	For deciding upon the setting to be served, the goals associated with meeting needs or using opportunities, and the objectives associated with solving problems, i.e., for planning needed changes.	For selecting sources of support, solution strategies, and procedural designs, i.e., for structuring change activities.	For implementing and refining the program design, and procedure, i.e., for effecting process control.	For deciding to continue, terminate, modify, or refocus a change activity, and for linking the activity to other major phases of the change process, i.e., for recycling change activities.

IV. PENNSYLVANIA, THE COMMONWEALTH

A. Organization

Local government in Pennsylvania is a composite of 5,139 individual units. All were established and operate under laws of the Commonwealth as enacted by the General Assembly and approved by the Governor. Each is independent of other local units, although there are many ways in which neighboring units may cooperate with one another.

As of 1967, there were 67 counties, 51 cities, 955 boroughs, 1 town (almost like a borough), 1,554 townships (91 first class, 1,463 second class), 742 school districts and 1,769 authorities in Pennsylvania. The number of local units has for the past few decades remained fairly stable with two major exceptions. With the passage of school district consolidation legislation in 1963 and 1965 the number of school districts has radically decreased and will probably be reduced to around 500. Authorities, born as local units during the depression years of the 1930's, have increased at a phenomenal pace since then.

All local governments are creatures of the State. They have no inherent rights of self-government or home rule beyond what the Constitution and the General Assembly grant them.

The Constitution has other important provisions regarding local government. It establishes city-county consolidation in Philadelphia, makes possible a federated metropolitan government for the city of Pittsburgh and Allegheny County (never adopted by the local electorate), prohibits special or local legislation by the General Assembly, restricts local debt, sets up county government with elected officials, provides for the classification of local governments according to population, establishes the minor judiciary and provides that taxation must be uniform upon the same classes of subjects.

IV. PENNSYLVANIA, THE COMMONWEALTH
A. Organization

Outside of these constitutional requirements, the General Assembly has full power to legislate on the organization, functions and practices of local government. The basic legislation so enacted is contained in codes (the School Code, the Borough Code, the Third Class City Code, the First Class Township Code, the Second Class Township Code and the County Code), but there is extensive non-code legislation that also applies to local government. General laws provide for such matters as the assessment function, municipal borrowing, local taxing powers, tax collection and enforcement, pensions and many others.

At the present time, there are eight classes of counties, four classes of cities, only one class of boroughs, two classes of townships, four classes of school districts and only one class of authorities. Legislation may be enacted for these various classes even though there is only one unit in a particular class, as is the case, for example, with Philadelphia as a city of the first class and with Allegheny as the only county of the second class.

There are 67 counties in Pennsylvania, including the consolidated city-county of Philadelphia, and each inhabitant of the State lives in and comes under the jurisdiction of one of them. The largest in population is, of course, Philadelphia, with about two million people; the smallest is Forest with less than five thousand, but all counties (except Philadelphia) have the same basic organization and powers.

County government may be described as a "no-executive" type. The main governmental entity is the board of county commissioners elected by the voters for four years. Its major functions include the administration of elections, the assessment of property for local tax purposes, the construction and maintenance of county buildings and other public facilities and the local administration of welfare.

IV. PENNSYLVANIA, THE COMMONWEALTH

A. Organization

The Library Code[1], which shall be covered in detail in a succeeding section, places the basic responsibility for financial support of libraries on the local municipality. The legislature does provide state aid to public libraries. For the fiscal year 1971-1972, this amounted to over 6.6 million dollars.

[1]The Library Code, the Act of June 14, 1961, P.L. 324

IV. PENNSYLVANIA, THE COMMONWEALTH

B. Geography

Pennsylvania has a land area of 44,832 square miles. A dissected plateau covers the northern and western sections, ranging from about 2,000 feet above sea level in the northern tier of counties to about 1,200 feet south of Pittsburgh. A broad belt of wide valleys alternating with narrow mountains stretches across the State from the south central boundary to the northeast corner. Next, to the East, is the Great Valley whose southern, central and eastern sections are known as the Cumberland, Lebanon, and Lehigh Valleys respectively. This, in turn, is bordered on the east by discontinuous mountains, by low lands of irregular form, and by a deeply dissected plateau of modern height which gradually slopes to the Delaware River.

The State has three important river systems: the Delaware, the Susquehanna and the Ohio. Minor systems draining a part of the State are the Potomac and the Genesee. Pennsylvania's streams provide transportation with supply, power and fishing. Sometimes, however, they offer problems of flood control.

Coal, petroleum, natural gas and cement are the principal mineral products. Pennsylvania ranks second in value of mineral production among all the states.

IV. PENNSYLVANIA, THE COMMONWEALTH

C. Population

The overall population of Pennsylvania increased 6.1 percent between 1940 and 1950, 7.8 percent between 1950 and 1960 and 4.2 percent between 1960 and 1970. This is distinctly below the 15-18 percent increase for the United States as a whole. Pennsylvania is not growing as rapidly as other parts of the country and the growth rate will continue to decline.

Data reported in Table 1 was obtained from the following sources:

a. 1969 Pennsylvania Statistical Abstract, Pennsylvania Department of Commerce

b. Calculator, Pennsylvania Department of Education

c. Poverty in Pennsylvania, Community Services of Pennsylvania

d. Pennsylvania Department of Labor and Industry

e. Projections of Selected Educational Statistics for Pennsylvania 1978-79

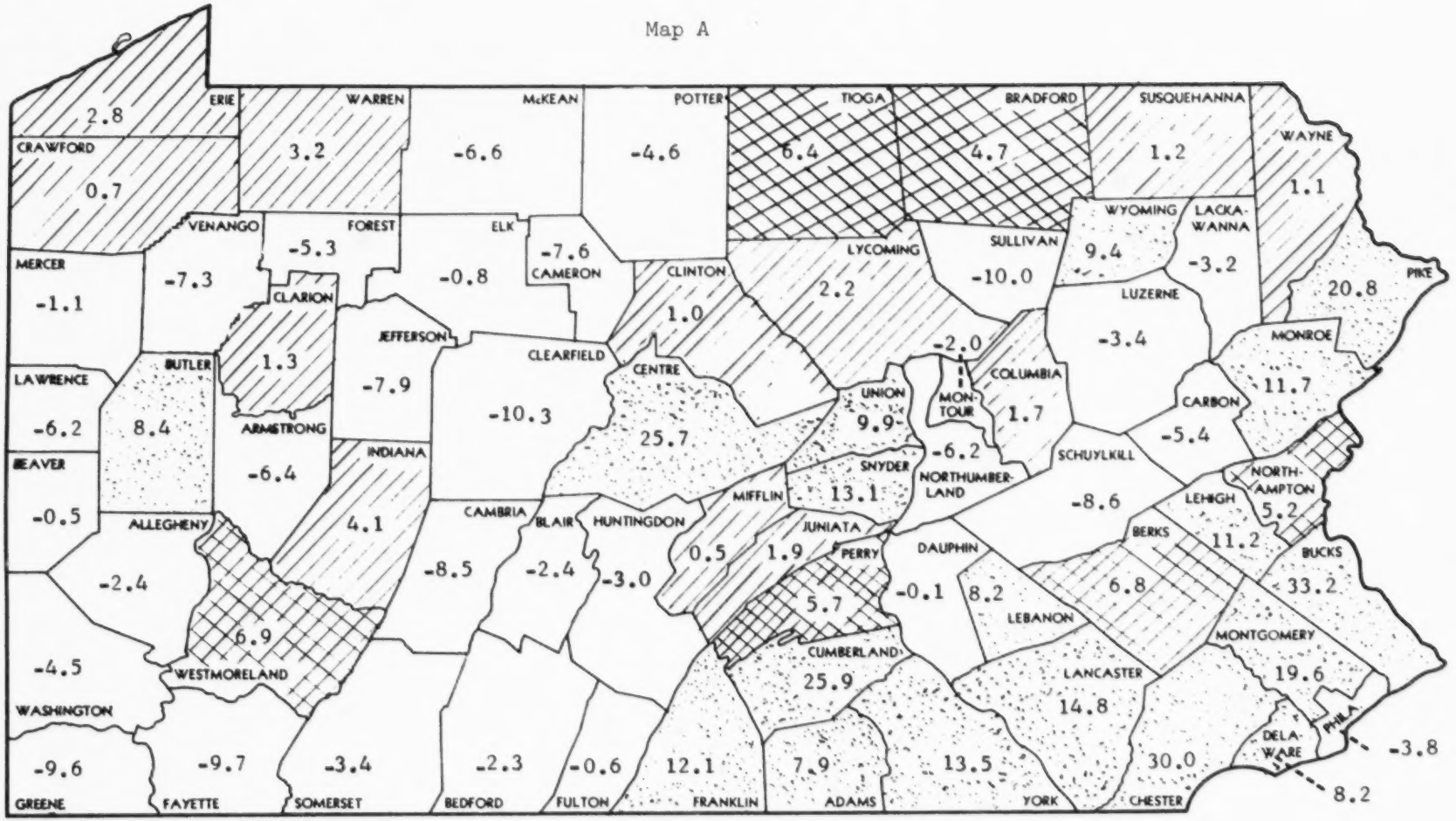
f. 1970 Census of Population, Number of Inhabitants, Pennsylvania Bureau of Educational Statistics, Pennsylvania Department of Education

g. State Planning Board

The maps on pages 49-52 provide a visual picture of the Commonwealth's population. Map A shows the latest population changes which vary from a loss of 10.3 percent in Clearfield County to a gain of 33.2 percent in Bucks County. The location of concentrations of non-white population can be found in Map B. Three general areas are defined and consist of Philadelphia-Harrisburg, Pittsburgh and Erie. The median number of school years completed by persons 25 years of age or over is shown in Map C. The State average is 10.2 years as compared to the national average of 10.6 years. Map D shows functional illiteracy as a percent of total population by county. These maps, along with Table 3, page 53, give a fairly complete picture of the basic characteristics of the Commonwealth's population.

PERCENT CHANGE IN POPULATION BY COUNTY
1970 PRELIMINARY CENSUS DATA
PENNSYLVANIA

Map A



33.2% - 7.6%

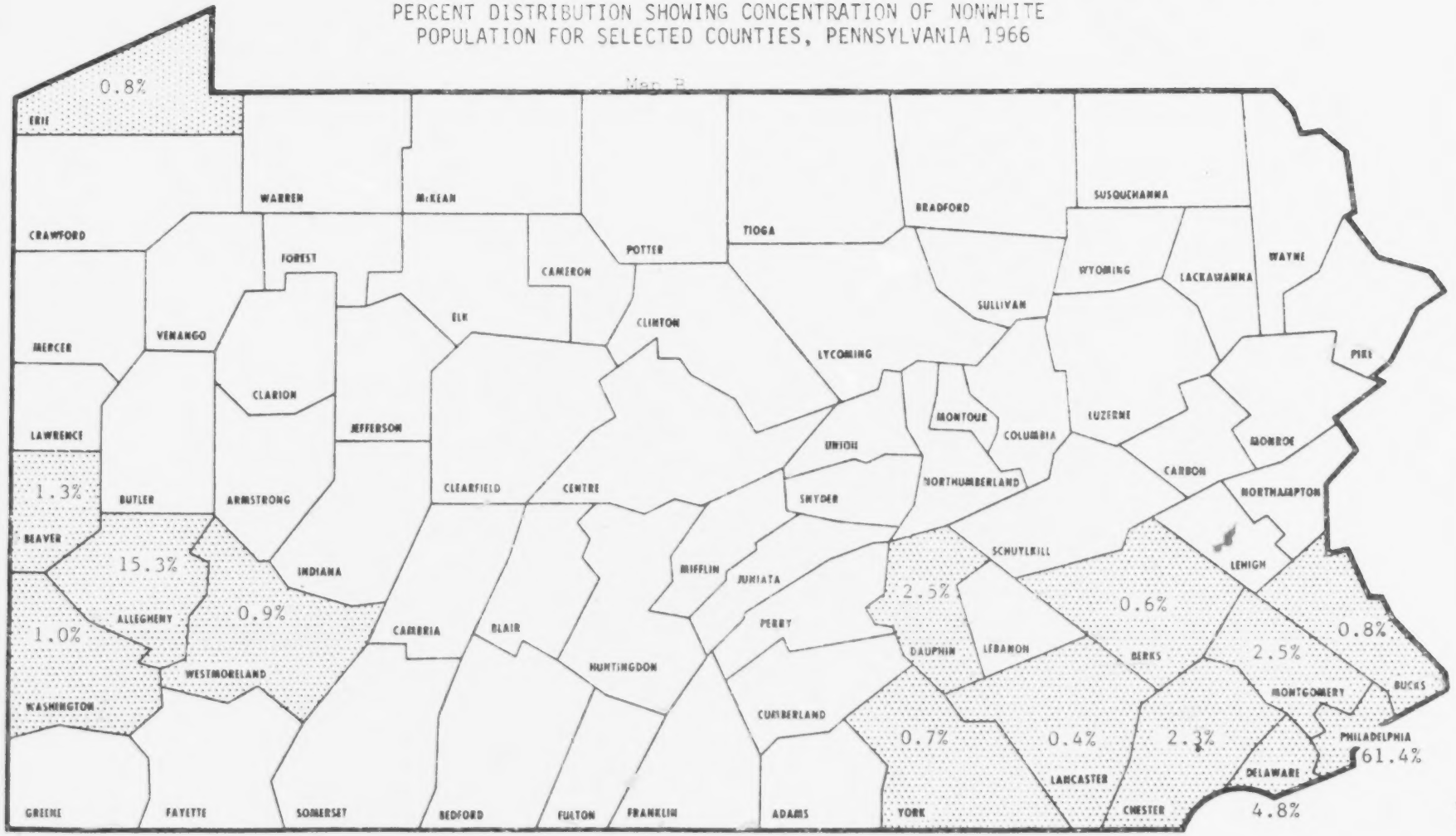
7.5% - 4.5%

4.4% - 0.1%

-0.1% to -10.3 (Decrease)

PERCENT DISTRIBUTION SHOWING CONCENTRATION OF NONWHITE POPULATION FOR SELECTED COUNTIES, PENNSYLVANIA 1966

Map B



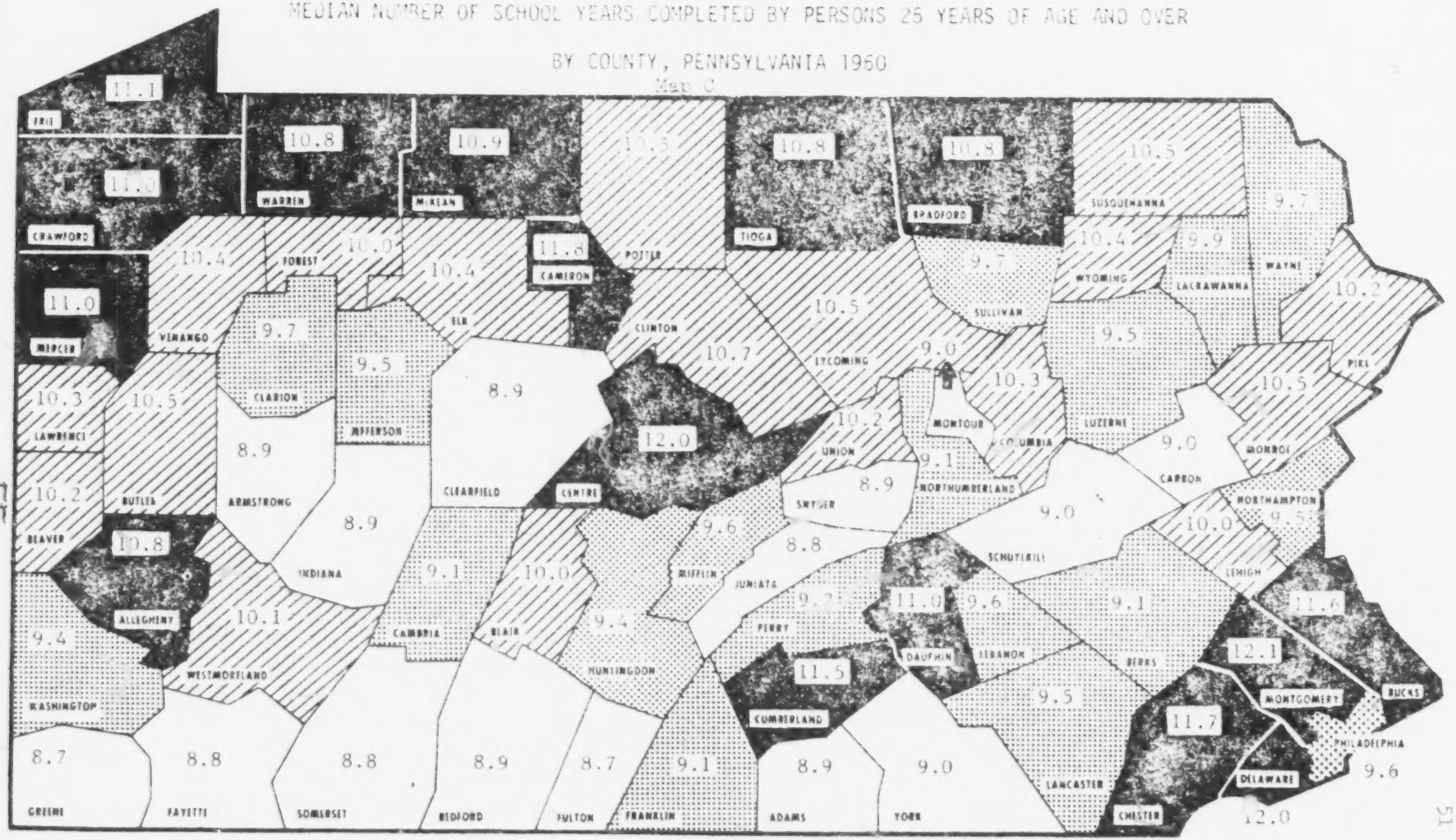
Source: Office of Economic Opportunity Community Profiles

— Counties showing concentration of nonwhite population. Shaded areas contain a total of 95.4% of the State's nonwhite population. (For number of nonwhite population as a percent of total County population, see Appendix Table B.)

MEDIAN NUMBER OF SCHOOL YEARS COMPLETED BY PERSONS 25 YEARS OF AGE AND OVER

BY COUNTY, PENNSYLVANIA 1960

Map C



Source: 1960 Census Reports, P-60 Series

10.8 - 12.1 yrs.

10.0 - 10.7 yrs.

9.1 - 9.9 yrs.

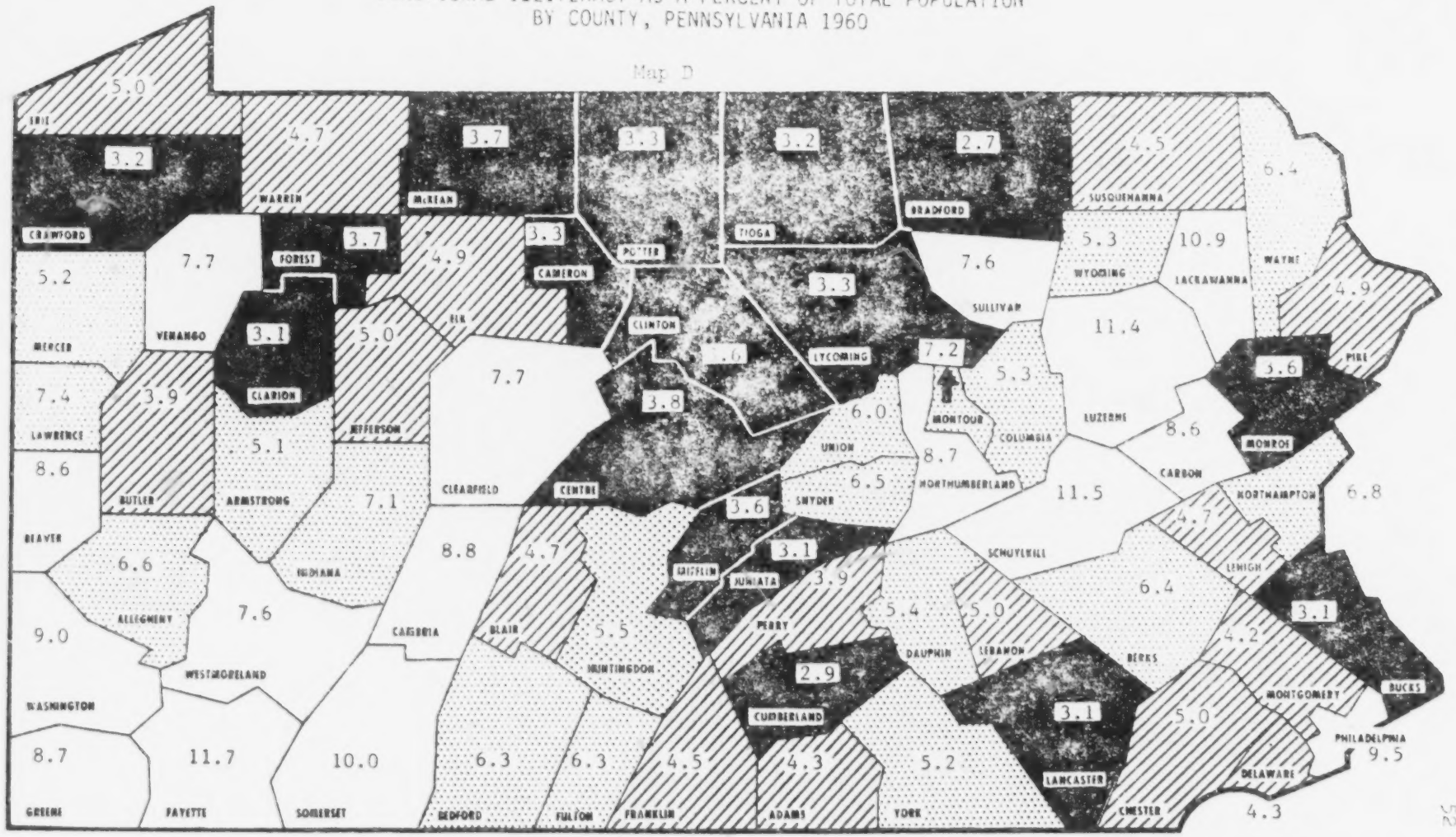
8.7 - 9.0 yrs.

THE STATE - 10.2 years

U. S. - 10.6 years

FUNCTIONAL ILLITERACY AS A PERCENT OF TOTAL POPULATION
BY COUNTY, PENNSYLVANIA 1960

Map D



Source: Office of Economic Opportunity Community Profiles

Functional Illiteracy: Number of persons 25 years of age or more who have completed less than five years of school.

2.7% - 3.8% 3.9% - 5.0% 5.1% - 7.5% 7.6% - 11.7% U. S. - 8.4%

TABLE 3

POPULATION CHARACTERISTICS

	1969 (Estimated)	1975 (Projected)
1. General Population (1970)	11,793,909	12,200,000
Urban (1970)	8,430,410	10,000,000
Rural (1970)	3,363,499	2,141,000
Race Non-white data (1970)	1,020,000	1,100,000
2. Secondary Public		
Age Distribution 15-19	1,100,000	1,220,000
School Enrollment	1,216,500	1,217,900
Non-public 68-69	134,300	133,400
3. Postsecondary		
Age Distribution 19-24	1,200,000	1,300,000
College Enrollment	406,500	480,500
School Dropouts	27,000	28,000
4. Adult		
Age Distribution 20 and over 65	7,180,000	7,140,000
Unemployment	220,000	230,000
5. Disadvantaged	513,000	N/A
Unemployed	48,000	N/A
Underutilized	388,600	N/A
Family Income Below Poverty Level	N/A	N/A
Welfare	330,000	390,000
Minority Groups Unemployed	44,000	47,000
Families in Poverty	N/A	N/A
6. Handicapped Population	385,000	400,000
7. Consumer and Homemaking Education	65,234	76,527
Working Women	N/A	N/A
8. Private School Enrollment (Secondary and Elementary)	546,800	506,000

IV. PENNSYLVANIA, THE COMMONWEALTH

D. Social and Economic Indicators

The Pennsylvania Library Plan[1] was inaugurated and has developed in the face of persistent economic problems in the Commonwealth. Fifty-two of the state's 67 counties are encompassed in the Appalachia Region.

Criteria for the determination of urban and rural areas with high concentrations of low income families and disadvantaged persons have been developed for use in evaluating areas of the state. "Disadvantaged persons" mean persons who have educational, socio-economic, cultural, or other disadvantages that prevent them from receiving the benefits of library services designed for persons without such disadvantages and who, for that reason, require specially designed library services. The term includes persons whose needs for such special services result from poverty, neglect, delinquency or cultural or linguistic isolation from the community at large, but does not include physically or other handicapped persons unless such persons also suffer from the disadvantages described in this paragraph. (Adapted from Federal Register, Vol. 35, No. 4, Part II, January 7, 1970, §102.3(i)).

Characteristics of Disadvantaged persons may include the following:

1. Persons with poor educational background
2. Persons who are receiving less than poverty level incomes
3. Persons from areas characterized by excessive unemployment
4. Persons from areas characterized by excessive low income rates
5. Members of ethnic minority groups which have been discriminated against
6. Persons who have been isolated from cultural, educational and/or employment opportunities

[1]Martin, Lowell A. Library Service in Pennsylvania; Present and Proposed. 2 v. Harrisburg: Pennsylvania State Library, 1958.

IV. PENNSYLVANIA, THE COMMONWEALTH
D. Social and Economic Indicators

7. Persons who, due to a combination of environmental, cultural and historical factors, lack motivation for taking advantage of available library services

8. Persons who are dependent upon social services to meet their basic needs.

Additional data and sources are provided on the maps which appear on pages 57-61. Each map gives by county some social or economic characteristics of the Commonwealth's population. Map E gives families in poverty. Map F gives effective buying income per household. The average number of persons and percent of population receiving cash assistance grants is shown on Map G. This ranges from a high of 9.6 percent in Fayette County to a low of 1.0 percent in Montgomery County. The national average unemployment rate (1969) was 3.6 while Pennsylvania's was 3.2. A detailed analysis, by county, can be found on Map H. It can be seen in Map I, which shows areas of unemployment and under employment by labor market areas (1960 census) that the large urban areas of Philadelphia and Pittsburgh have pockets of these persons. Eight million of the state's 11 million population live here, where in one-two ranking are also located the heaviest concentration of non-white population. Sixty-one percent of the state's non-white population are in the Philadelphia area and another 18 percent live in the Pittsburgh area.

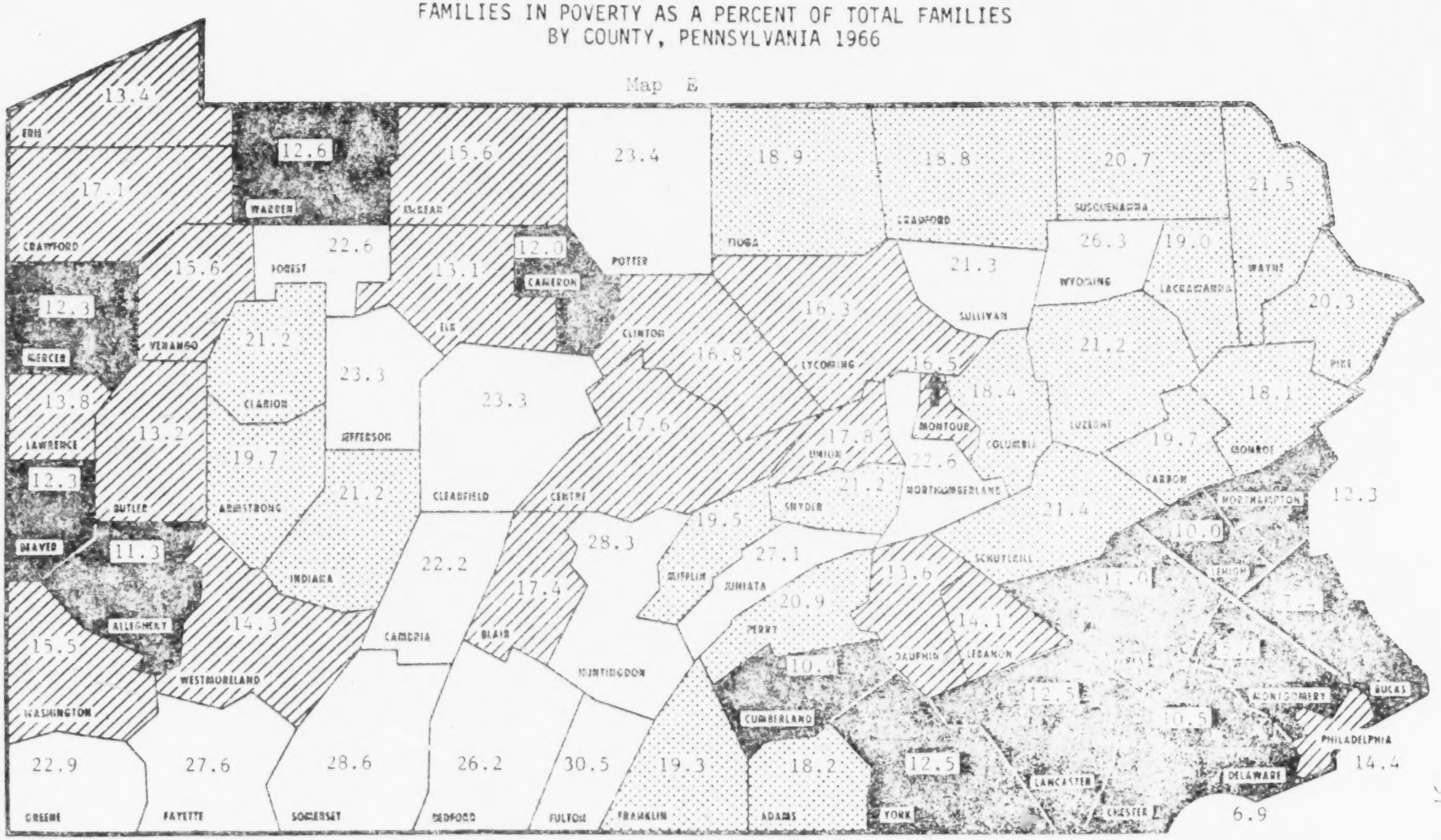
The number of poverty families as a percentage of the total family population in 1966 ranged from a low of 5.6% in Montgomery County to a high of 30.5% in Fulton County. Without minimizing the intensity of the poverty problem in urban areas, Map E clearly shows that rural poverty in Pennsylvania represents a substantial portion of the state's overall poverty problem.

IV. PENNSYLVANIA, THE COMMONWEALTH
D. Social and Economic Indicators

Any realistic appraisal for statewide development must recognize the considerable stretches of Pennsylvania for which the economic prognosis is uncertain. Agriculture, although long and well-established in the southeast and across parts of the northern tier, has not shifted to large-scale mechanized and specialized operations as much as in some other parts of the country. The problem of the Appalachian heartland remains. The ten counties that stand at the bottom of the economic indices are scattered through this broad diagonal. They are Wyoming, Columbia, Schuylkill, Cameron, Clearfield, Jefferson, Blair, Cambria, Fayette and Greene. Fresh and perhaps unorthodox approaches will be necessary if significant progress is to be made in public facilities in these areas, including development of library service.

FAMILIES IN POVERTY AS A PERCENT OF TOTAL FAMILIES
BY COUNTY, PENNSYLVANIA 1966

Map E



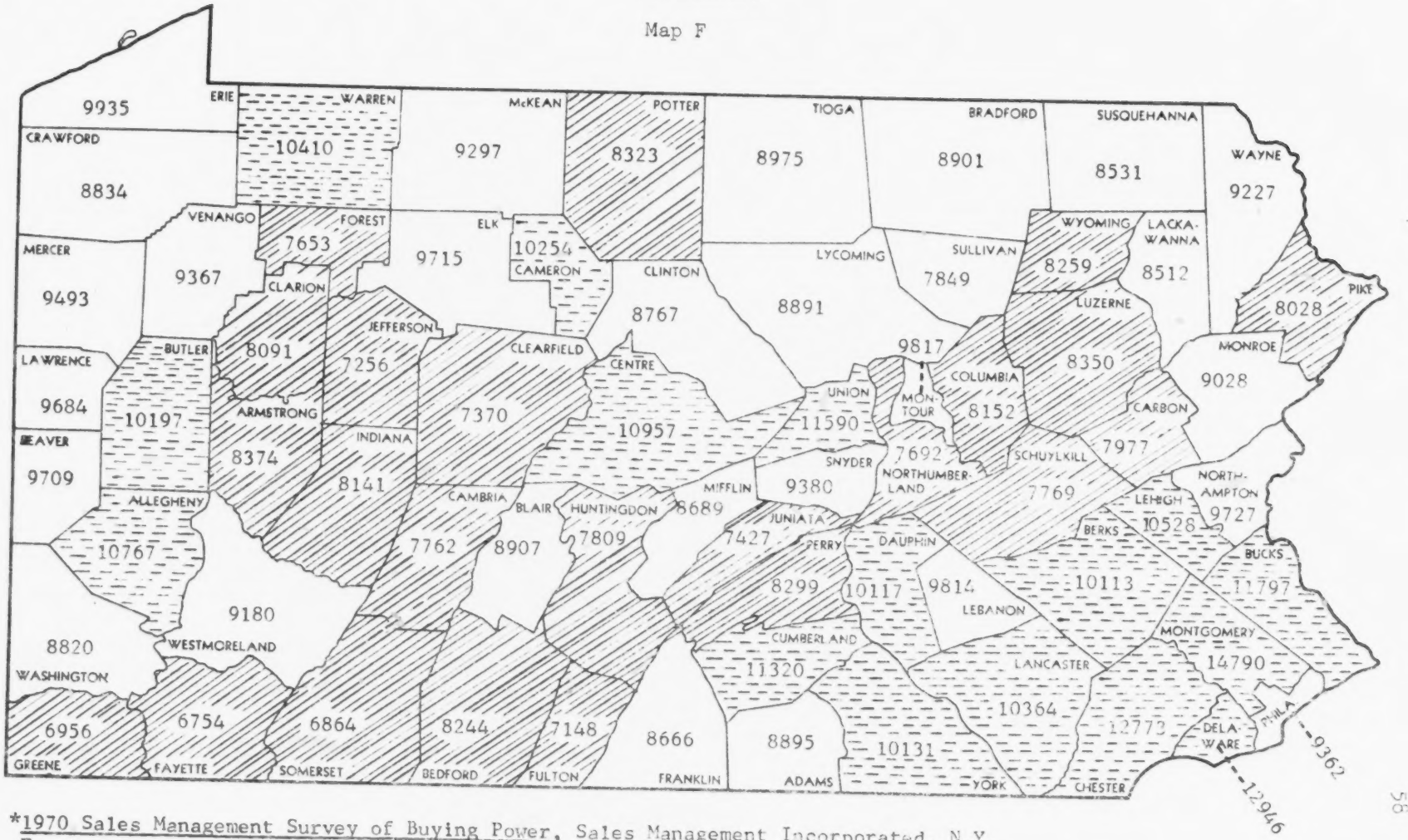
Source: Office of Economic Opportunity Community Profiles

THE STATE - 13.9%

5.6% - 12.9% 13.0% - 17.9% 18.0% - 21.9% 22.0% - 30.5%

EFFECTIVE BUYING INCOME PER HOUSEHOLD BY COUNTY
1969 ESTIMATES*
(DOLLARS)

Map F



*1970 Sales Management Survey of Buying Power, Sales Management Incorporated, N.Y.
Further reproduction is forbidden.

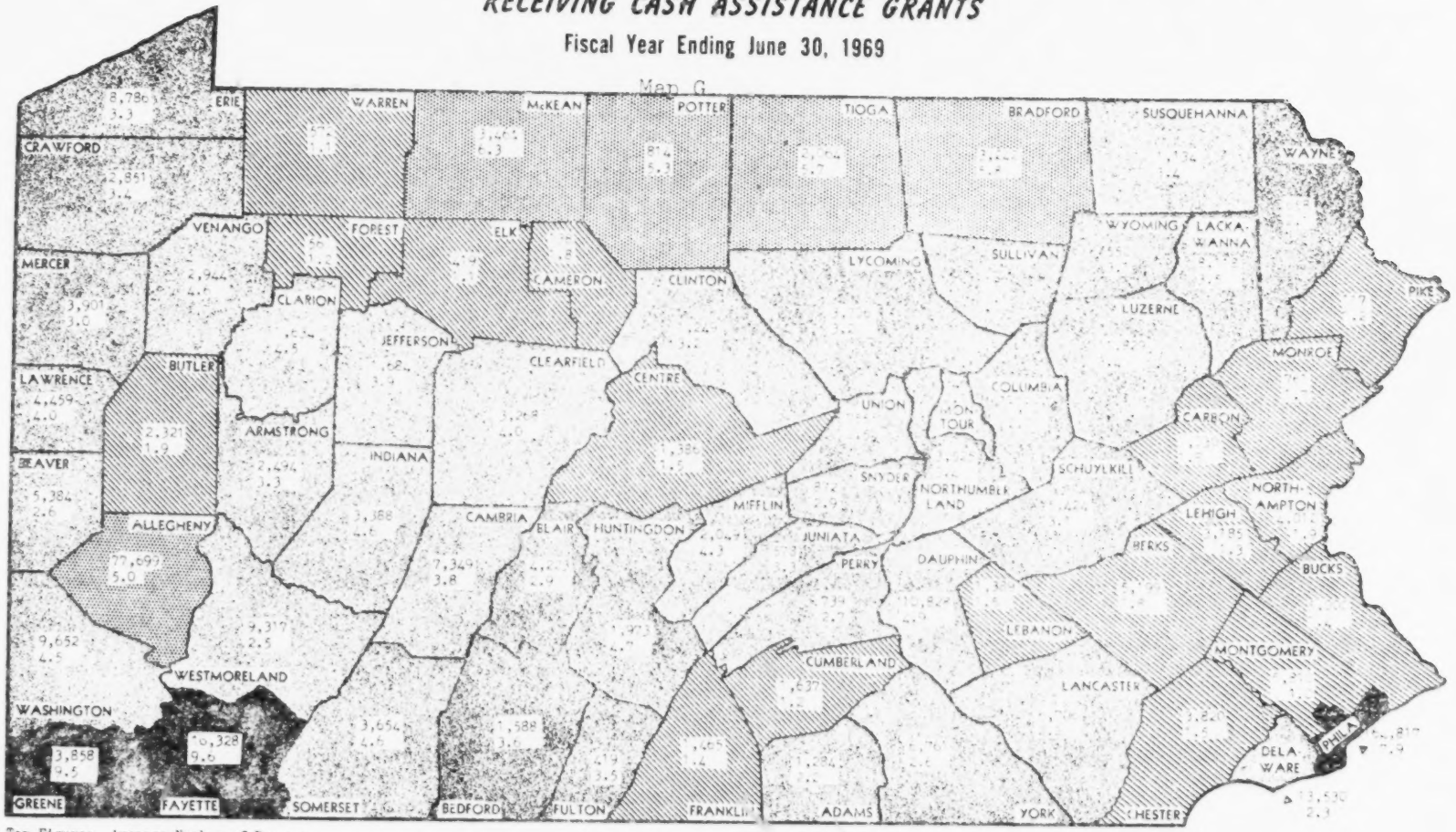
$6754 - 8500 $8501 - 10100 $10101 - 14790

State Average-$10053 U.S. Average-$10048

AVERAGE NUMBER OF PERSONS AND PER CENT OF POPULATION RECEIVING CASH ASSISTANCE GRANTS

Fiscal Year Ending June 30, 1969

Map G



Top Figure: Average Number of Persons

Bottom Figure: Per Cent of Population

STATE AVERAGE = 4.0%

1.0 - 1.9% - 18 Counties

2.0 - 4.9% - 41 Counties

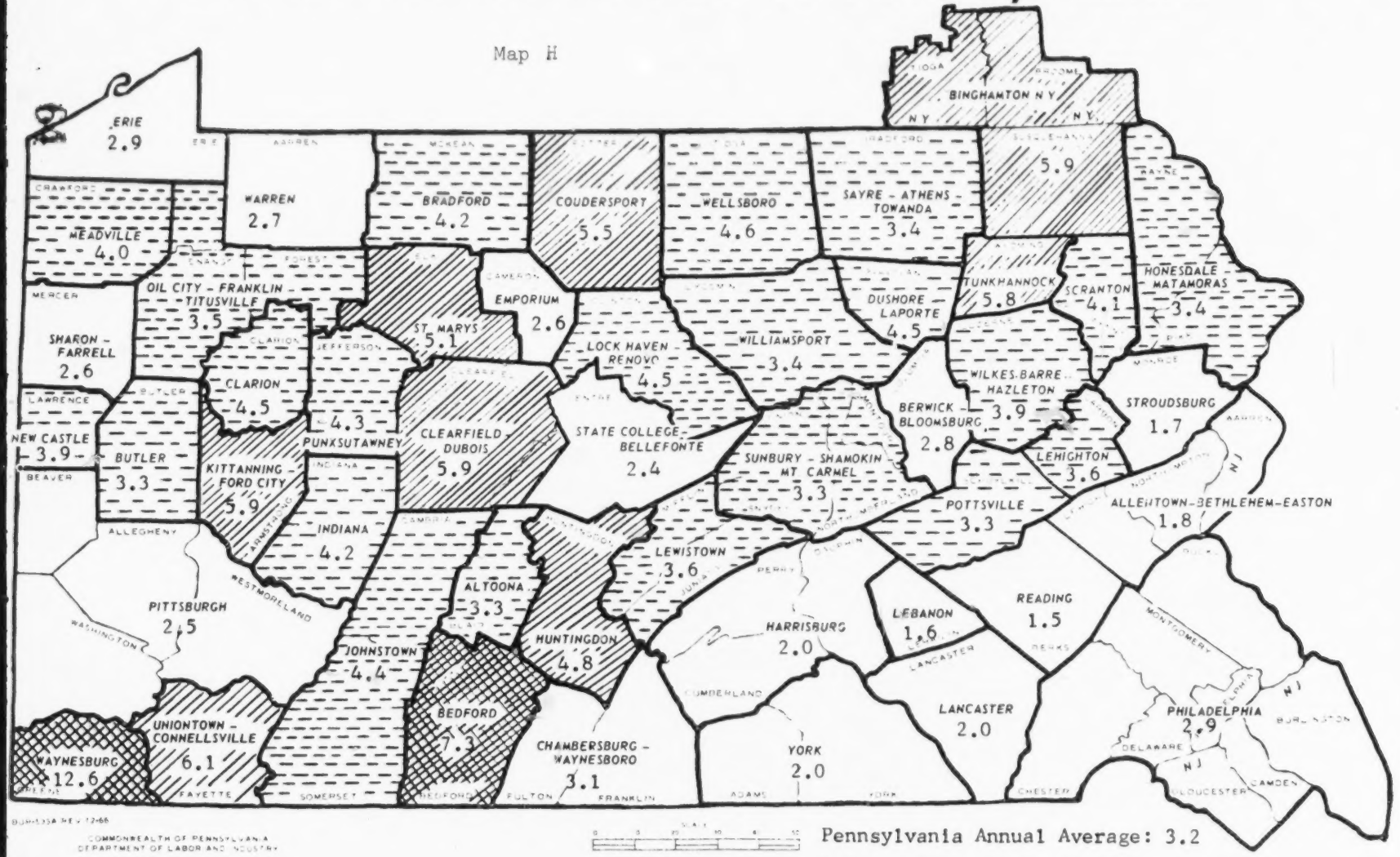
5.0 - 6.9% - 5 Counties

7.0 - 9.6% - 3 Counties

ANNUAL UNEMPLOYMENT AVERAGES 1969

Labor Market Areas of Pennsylvania

Map H



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY

Pennsylvania Annual Average: 3.2

U.S.A. Annual Average: 3.6

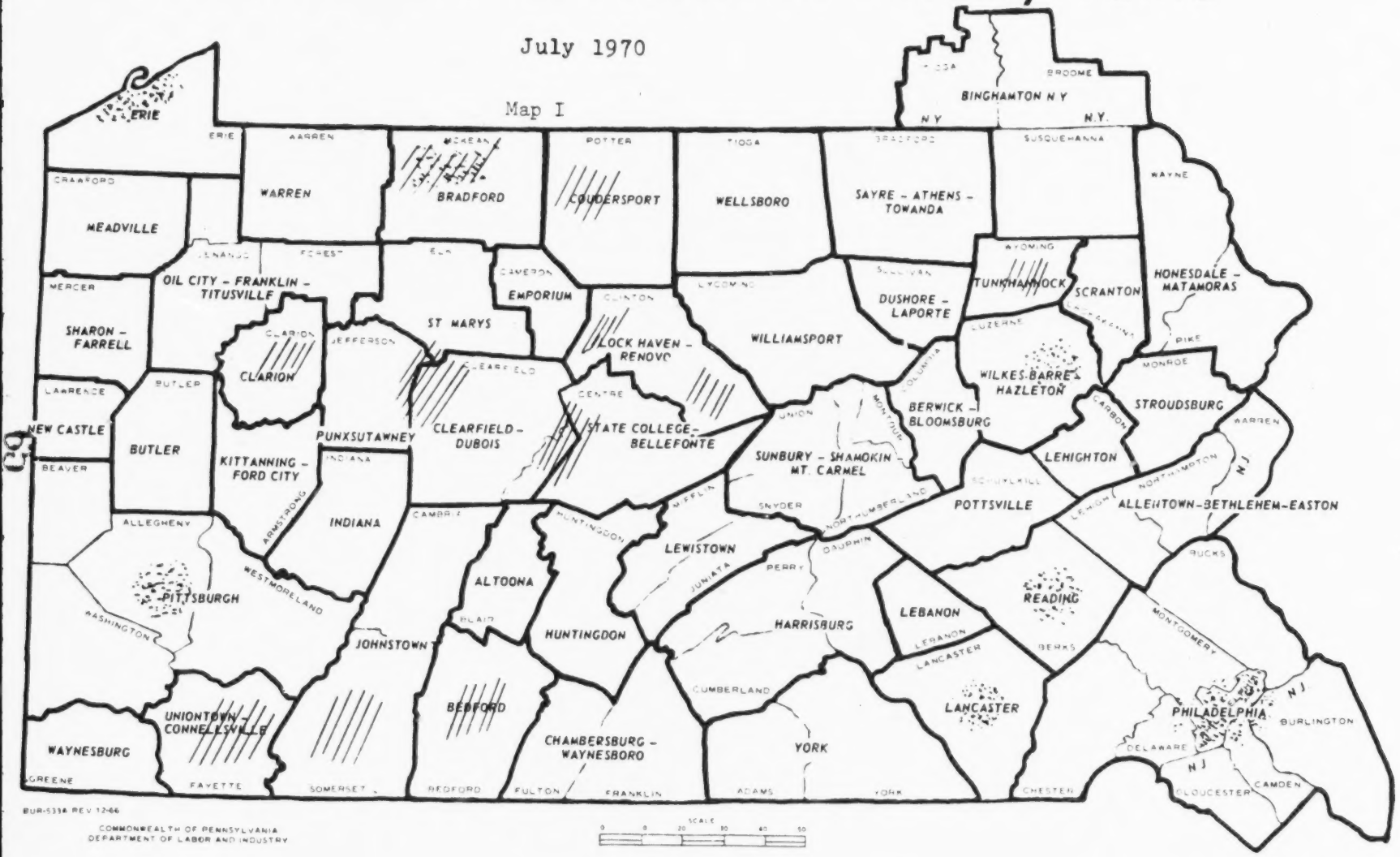
1.5% - 3.1%	3.2% - 4.7%	4.8% - 6.1%	6.2% - 12.6%

SECTIONS OF UNEMPLOYMENT AND UNDEREMPLOYMENT

Labor Market Areas of Pennsylvania

July 1970

Map I



Areas of Substantial Unemployment

Pockets of Concentrated Unemployment or Underemployment

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE

A. Library Laws

The laws relative to public libraries in Pennsylvania were codified by the Act of June 14, 1961, P.L. 324. Subsequently it was amended by Act 398, December 21, 1967, Act 366, December 14, 1967; Act 116, June 24, 1968, Act 106, May 5, 1970; Act 150, December 1, 1971; and Act 172, December 29, 1971. The Library Code consists of five articles, the first of which contains definitions. Article II states the powers and duties of the State Library, the State Librarian and the Governor's Advisory Council.

Among the State Librarian's principal duties are,

"1. To coordinate a statewide system of local libraries and to counsel local libraries on minimum standards...; 2. To give advice and counsel to all local libraries, district library centers and regional resource centers...; 3. To make available all library materials of the State Library for circulation to local libraries and to the public generally...; 4. To study library problems throughout the State...; 5. To certify library personnel...; 6. To conduct and arrange for training programs for library personnel...; 7. To receive funds allocated to the State for library purposes by the federal government...and to administer such funds in library maintenance, improvement or extension programs consistent with Federal and State Library objectives." These can be considered the statutory goals of the State Library.

Among the essential functions of the Governor's Advisory Council are: "1. To advise the Governor and the Secretary of Education with regard to the appointment of the State Librarian; 2. To give advice and make recommendations with respect to the Commonwealth's library program."

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE
A. Library Laws

Article II also provides for the employment of up to 25 trainees to be sent to graduate library schools to obtain professional degrees.

Article III contains the provisions authorizing payment of state aid to public libraries as the basis for a statewide system of libraries:

1. Up to 50¢ per capita to local libraries for the population of the service area;
2. Aid to county libraries which is a percentage of the county government's appropriation, the aid being limited to $8,000;
3. 25¢ per capita to up to 30 district library centers for the population of the district;
4. $100,000 annually to each of four regional library resource centers;
5. Equalization aid for libraries which serve the poorer municipalities of the Commonwealth.

The article also sets a minimum local financial standard which must be met for a library to qualify for aid. It also authorizes the State Librarian, pursuant to the advice and recommendations of the Governor's Advisory Council to determine standards of service that libraries must fulfill to qualify for aid.

Article IV contains provisions enabling and authorizing municipal governments to establish, maintain and/or assist in the maintenance of local libraries. It also contains provisions relative to the composition, organization and duties of library boards.

Article V repeals previous state laws relating to public libraries and all other laws in conflict with The Library Code.

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE

A. Library Laws

State laws do not contain provisions relative to school libraries. However, the State Board of Education of Pennsylvania has issued Regulations which have the force of law. Regulatory powers were given the State Board of Education by Act 94, June 17, 1963.

Regulation 7-410 specifies that by 1970 each school district shall have a library collection of not less than 10 carefully selected titles per elementary and secondary pupil or a collection of 10,000 titles per school, whichever is smaller.

Regulation 7-420 specifies that each school district shall employ a full-time, certified elementary teacher or school librarian to develop an effective elementary library program. By 1973, that individual must be certified as an elementary school librarian.

Regulation 7-430 specifies that every secondary school shall employ a full-time certified school librarian.

Regulation 7-440 specifies that by September 1973 each school district shall have in operation a comprehensive library program, including printed material and non-printed media. This program is to encompass kindergarten or grade 1 through grade 12 and shall meet standards established by the Department of Education.

On the basis of these regulations, school library standards were promulgated and issued by the Department of Education in 1970.

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE

B. State Library of Pennsylvania

The State Library is an office within the Department of Education, with the State Librarian responsible to the Secretary of Education. An Advisory Council on Library Development, required by statute, consists of six laymen, three library trustees and three librarians appointed by the Governor to advise the Governor, the Secretary of Education and the State Librarian with respect to the Commonwealth's library program.

The library has four bureaus: 1) the Bureau of Library Development coordinates a statewide and state aided network of local, district and regional libraries as provided in The Library Code, the Act of June 14, 1961, P.L. 324. This includes administration of state and federal library aid programs (except school library and HEA programs), provision of in-service training programs for library personnel, certification of library personnel, service to the blind and physically handicapped, service to state-owned institutions, long-range library planning, research into library needs and suggestion of needed legislation.

2) The General Library Bureau provides library and information services to state government and serves as one of the four regional resource libraries designated in The Library Code.

3) The Law Library Bureau provides law reference service to state government and counsel to county law libraries.

4) The Technical Services Bureau acquires, catalogs and processes material for the library. It is anticipated that this Bureau will be reconstituted as a Division of the General Library Bureau.

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE
B. State Library of Pennsylvania

The State Library has a leadership role to all types of libraries but has an administrative role only with local, district and regional libraries in: 1) setting standards, 2) approving plans for the use of state aid and 3) inspecting libraries and library reports. Neither school libraries nor academic libraries are within the statutory responsibility of the State Library, though they are encompassed in the Title III, Library Services and Construction Act program.

The General Library collection contains approximately 700,000 volumes, with strong subject coverage in education, public administration, state and local history, and library science. By agreement among the four state aided regional resource libraries, each accepts responsibility for a given group of subject strengths. Access to the collection is through the Union Library Catalogue of Pennsylvania in a TWX network which provides book location information.

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE

C. Public Libraries

In accordance with the duties of the State Librarian assigned by The Library Code, each consultant staff member of the Bureau of Library Development, State Library of Pennsylvania, has been assigned liaison duties with a group of district library centers to assist in the implementation of the Pennsylvania plan. The district library center staff are, in turn, responsible for this work with the local libraries and communities. The district library centers and district boundaries can be found on Map J, page 70.

The Pennsylvania plan is the Commonwealth's cooperative service system offering library service on three levels in order to bring to the patron the informational resources of virtually every public library in the state. It is based on the existence of adequate public libraries at the community level. The community or local library provides a basic collection of current educational, informational and recreational materials, with resources varying according to the size of the community and its particular needs and the amount of money that it invests in library service.

The district library centers situated in marketing areas throughout the Commonwealth, serve both as local libraries for the community and as sources of assistance to citizens and local libraries within the district needing resources which go beyond those considered basic to a local library. Four regional resource libraries comprise a research resource capable of meeting nearly any library need a Pennsylvanian might have.

According to Pennsylvania Public Library Statistics, 1970, based on data from July 1, 1970 through June 30, 1971, 1,063,510 Pennsylvanians have no access to free local library service. Twenty-seven counties of

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE
C. Public Libraries

the 67 in the Commonwealth have no county library agencies and in 17 of these, the unserved population estimates range from 40% to 100%. The 467 presently existing public libraries vary tremendously in resources and services. Table 4, page 71, gives general statistics for public libraries.

Various factors have contributed to the present situation: generally inadequate funding at the local level, further complicated in many areas by economic disasters and/or failure to recognize the importance of tax support as the major source of library funding; district library centers which are not sufficiently strong to support a good level of both local and district services; consistently inadequate state appropriations to fund the services expected of the district library centers and regional resource library centers; and inflation.

Some of the programs which have been developed by the State Library to extend or improve public library services on a statewide basis are:

1) Development of "Minimum Standards for Pennsylvania Public Libraries Receiving State Aid." These standards to be implemented by December 31, 1974;

2) A statewide film program which offers, from two regional centers and rotating collections located in district library centers, free 16mm films to all Pennsylvania residents;

3) Mail order catalog project intended initially to reach those who, for various reasons, do not have access to local library services (rural residents, the homebound, institutionalized, etc.) or who have very poor service;

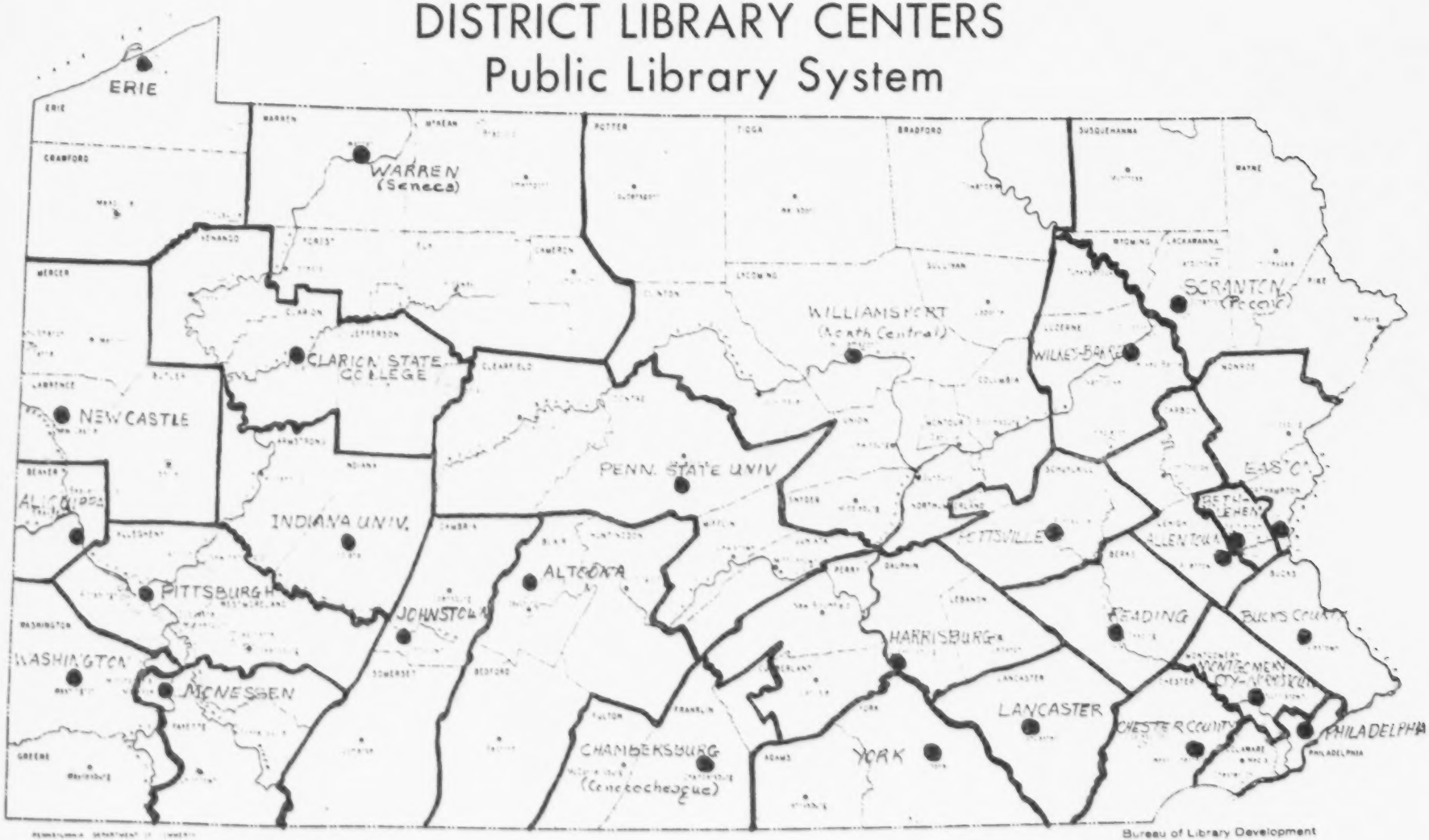
4) Administration of Library Services and Construction Act funds in grant programs to develop delivery services, outreach to the disadvantaged, book and non-book resources, studies on costs and impact of services such as bookmobiles, etc.

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE
C. Public Libraries

5) Development of a Master Plan Committee charged with the study of the resources and services of all types of libraries in the Commonwealth and recommendation of a Master Plan of library services for all types of libraries.

Map J

DISTRICT LIBRARY CENTERS
Public Library System



Bureau of Library Development
State Library, Harrisburg
April, 1969

TABLE 4

SUMMARY STATISTICS
PUBLIC LIBRARIES

I.	POPULATIONS	
	A. Population Served	10,734,874[1]
	B. Population State-Aided	10,173,658
II.	STAFF IN PENNSYLVANIA PUBLIC LIBRARIES	
	A. Professional[2]	709
	B. Provisional	125
	C. Library Assistant	90
	D. Other	2,990
	E. Volunteer	1,838
III.	COLLECTIONS IN PENNSYLVANIA PUBLIC LIBRARIES	
	A. Total 1969	13,821,729
	B. Volumes Added	968,933
	C. Volumes Withdrawn	519,893
	D. Total 1970	14,270,769
	E. Books Per Capita (Population Served)	1.33
	F. Books Per Capita (Population State-Aided)	1.40
IV.	CIRCULATION IN PENNSYLVANIA PUBLIC LIBRARIES	
	A. Circulation 1970	35,280,257
	B. Circulation Per Capita (Population Served)	3.29
	C. Circulation Per Capita (Population State-Aided)	3.47
V.	INTERLOANS IN PENNSYLVANIA PUBLIC LIBRARIES	
	A. Items Interloaned	91,537
	B. Items Borrowed	105,071
VI.	INCOME OF PENNSYLVANIA PUBLIC LIBRARIES	
	A. Local Tax (53.6 percent)	$20,450,702
	B. State Aid (14.1 percent)	5,401,322
	C. Federal Aid (2.9 percent)	1,113,695
	D. Unexpended Balances from Previous Year (12.2 percent)	4,586,391
	E. Other (17.2 percent)	6,555,382
	F. Total	38,107,492
	G. School District	2,144,572
	H. United Fund	232,310
	I. Median Income (Excludes Philadelphia & Pittsburgh)	19,348[3]
	J. Mean Income (Excludes Philadelphia & Pittsburgh)	45,617[3]
VII.	EXPENDITURES OF PENNSYLVANIA PUBLIC LIBRARIES	
	A. Wages and Salaries	$20,807,055
	B. Books and Periodicals	4,992,205
	C. Other Operating	4,469,455
	D. Total Operating	30,268,715
	E. Operating Per Capita (Population Served)	2.82
	F. Capital	1,268,921

[1]Includes all population which has access to free local library service in the Commonwealth.

[2]The number of employees who are professional by education or certification.

[3]Median and Mean Income figures do not include Unexpended Balances for previous year.

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE

D. School Libraries

School library services are coordinated by the Division of School Libraries, which is part of the Department of Education's Bureau of General and Academic Education. The Division is not part of the State Library. However, the Division of School Libraries works with the State Library in planning cooperative activities involving all types of libraries. School libraries have been upgraded during the past few years but a great deal remains to be done to provide quality school library services throughout the state.

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE

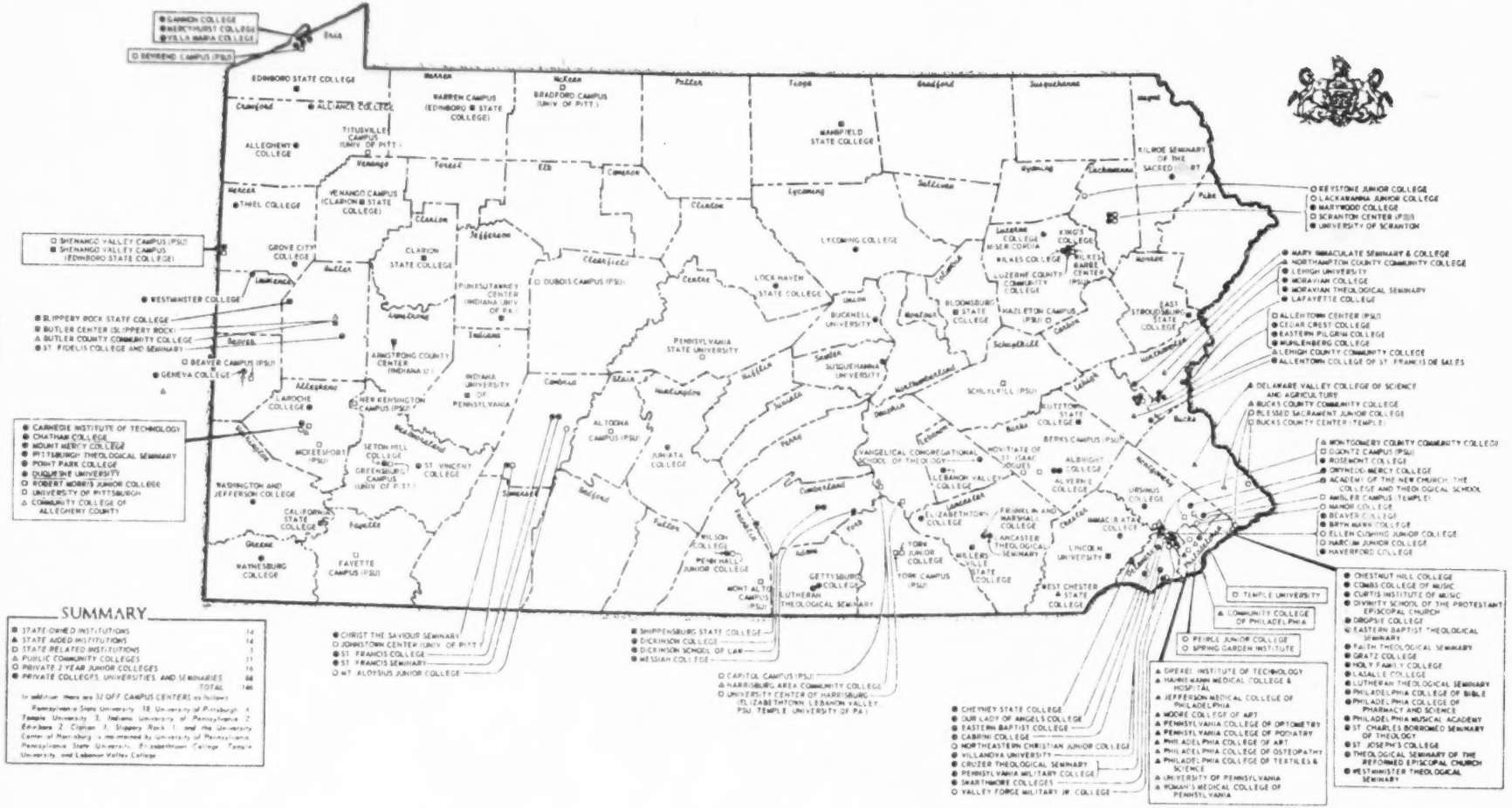
E. College and University Libraries

The State Library provides limited services for academic libraries. These include publication of a directory, mailing of appropriate materials and interlibrary loan. The State Library promotes cooperative activities among academic libraries and other types of libraries. All liaison activities with academic libraries are carried out by the Coordinator of Interlibrary Cooperation.

There are approximately 200 academic libraries in the state. The quality and size of academic library collections and services vary a great deal from one institution to another. Our Colleges and Universities Today, v. 9(4): 1970-71, includes detailed statistics on Pennsylvania academic libraries. Map K, page 74, shows the location of academic institutions in Pennsylvania.

Map K

PENNSYLVANIA INSTITUTIONS OF HIGHER EDUCATION



V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE

F. Special Libraries

The State Library provides limited services for special libraries, other than institutions serving the handicapped. There are at least 650 special libraries in the state. Occasional mailings of appropriate materials are sent to 320 selected special libraries and many of them are included in a regular directory. The Coordinator of Interlibrary Cooperation works with special libraries in promoting cooperative activities.

Informal cooperative arrangements have been reflected in the division of collection responsibilities in many areas. For instance, existence of medical libraries relieves major public or academic libraries from the responsibility of collecting heavily in the field of medicine.

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE

G. Interlibrary Cooperation

The State Library coordinates among all types of libraries and coordinates planning for cooperation on the local, regional and statewide levels. The State Library also works with other states in planning cooperative activities. The special Master Plan Committee is working on a state plan for the development and coordination of the resources and services of all types of libraries. Councils on interlibrary cooperation have been formed in several parts of the state to foster cooperation in their areas and to work with the State Library agencies in developing cooperative activities.

There is a long history of cooperation in Pennsylvania. The best developed and perhaps the most important network involves district library centers and regional library resource centers.

At the time that this network was established it placed Pennsylvania in the vanguard of American libraries. There have been other states since then which provided state support for systems and networks; nevertheless, the Pennsylvania network was a pioneer effort and has been used as the model for planning in other states. There have been difficulties. There has consistently been inadequate funding from other sources to provide all the services which it was envisioned that these district centers would offer. In such a system it was necessary to build around existing strengths and, in some areas of the state, these supposedly strong libraries are weak and can be considered as suitable district library centers only in comparison with their neighbors. Many libraries which were selected as district library centers exist in areas which have undergone financial difficulties which have resulted in declining funding for the libraries and have tended to make

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE
G. Interlibrary Cooperation

them even weaker. As costs have increased, budgets have remained static, which obviously means that something has to be cut back.

A major factor which led to cooperative endeavors among public libraries is the Library Services and Construction Act. Some of the projects developed under this program have been effective at extending the range of services.

Delivery services have proved to be helpful in expediting the exchange of materials. One service covers all types of libraries in the Southeastern section of the state. Sixty-five libraries are visited twice a week by a delivery van which picks up and deposits interlibrary loan materials. Other delivery services are in operation in the Erie and Wilkes-Barre-Scranton areas.

Associated with the delivery of materials is the need for a communications network. Within the district this is primarily a local responsibility but most districts have organized themselves to provide routine telephone contact to make sure that interlibrary loans are handled promptly and efficiently. To speed things further, the State Library has funded TWX installations in most district centers. The response to this has been most gratifying. The increased exchange of materials that has resulted from improved speed and greater ease has been remarkable. Although it seems obvious that with the existence of TWX in the district library center other applications could be made of the facility, use is still primarily for interlibrary loan.

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE
G. Interlibrary Cooperation

Among academic and research libraries, there are numerous groups which either work together for cooperation or coordination of activities. For instance, there is the group of state college librarians who gather regularly to review matters of common concern such as the state regulations on personnel and fiscal matters. There is also a consortium of independent college libraries in the Lehigh Valley interested in cooperative activities. In that group, Lehigh University is now interested in the possibility of shared data processing. There is also the Area College Library Cooperative Program which, among other things, operates a delivery service headquartered at the Lancaster County Library. This has been funded partially with Library Services and Construction Act funds and is now being extended to include service to libraries in the Philadelphia area, with a link to service west to Altoona.

The Pittsburgh Regional Library Center has done a great deal of pioneering work and has now established a link with the Ohio College Library Center. This will also be extended to libraries in the Philadelphia area (Drexel, Temple, University of Pennsylvania) through a Title III grant made to the Union Library Catalogue.

Other groups to be mentioned are the Tri-State College Library Cooperative with members in southeastern Pennsylvania, Delaware and New Jersey and the Philadelphia Area Committee on Library Cooperation, which meets under the auspices of the Union Library Catalogue.

In considering cooperation among different types of libraries, there are fewer formalized arrangements, but those that exist are most significant. Heading this list is the Union Library Catalogue itself, which is a remarkable instance of a project begun with public funds which has been self-supporting for many years now. It is the basis for most of the sharing of materials for the entire Commonwealth of Pennsylvania.

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE
G. Interlibrary Cooperation

Another example is the Northeast Bibliographic Center, Wilkes-Barre, which serves 13 academic and public libraries. Cooperation among libraries in that area has had such a good beginning, although not on a strictly formalized basis, that the State Library has approved a grant which will enable them to have an intensive study done which will provide a structure for a regional system and a possible model for other such systems in the state.

Two of the most significant developments are mentioned above: 1) the Master Plan Committee which will develop a plan for coordination of all types of libraries and 2) the development of regional councils. Two of these councils have already been formed. They include representatives of all types of libraries and will work with State Library agency personnel in planning cooperative activities.

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE

H. Institutions

1. Library Service to Residents of Institutions

There are approximately 85 substantially state administered institutions (prisons, mental hospitals, juvenile institutions, hospitals for the retarded, etc.) in Pennsylvania with a total resident population of over 60,000 persons.

Although considerable progress has been made in the libraries in Pennsylvania institutions, there is at this time no institution which can be said to have a total program (resident library, professional collection and living unit materials) which are adequate in all four primary aspects (facilities, staff, collection and program). A strong central library program planned to offer a library service to the total institution is essential if an adequate library is to exist. Limited staff and budget will not support adequate service in a multiplicity of small units.

As an example of institution library needs, the adult correctional facilities have residents with abilities ranging from sub-normal to college level capability. Residents interests encompass the same range interests as the public library patron. Formal institution school programs run the gamut from adult basic education and beginning reading to college level courses and include vocational training. Special library needs in the prisons center on information on law. The resident also needs access to at least some materials when the library is closed. Staff library needs in view of the current changes in penology, treatment, rehabilitation, and education are urgent and vital. At present no prison in Pennsylvania has a trained librarian, only 3 have a full-time person in the library. Two prisons have adequate space, none are easily accessible.

Collections have been vastly improved for residents since 1968 but none are adequate to the needs of the residents. There are no staff librarians

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE
H. Institutions

in Pennsylvania prisons. Library programs are almost nonexistent. The situation in the state juvenile facilities is somewhat better than in the adult. The correctional facilities operated by counties and municipalities tend to have little or no resources for reading.

Approximately 35% of Pennsylvania's institutions have no library service for residents. Over 60% have no adequate library related to institution program needs for staff. Intensive work by State Library staff with untrained institution personnel is resulting in substantial improvement in 6 of the state's 8 prisons.

Local institutions and private institutions (county jails, juvenile detention units, fraternal homes, nursing homes, etc.) are in poorer condition than the state supported institutions. Some institutions are receiving limited service from local public libraries. The number of institutions receiving some service from local libraries has increased during the past year.

2. Staff Library Services in State Supported Institutions

Except for hospitals, most institutions have no library facilities for staff. A few institutions permit institution budget money to be used for books or other materials for department use.

Hospital libraries - Many hospitals in the state are adding staff training programs. This is resulting in an increased demand for library materials and often for a broader collection in the library. Historically, hospital libraries have been limited to medical titles. However, this pressure for materials does not often result in a pressure for personnel to make effective use of this material since that need is not recognized until there is a quantity of materials for which space and staff have not planned. Although there are outstanding exceptions, the majority of the staff libraries in Pennsylvania hospitals have poor space and no regular staff. The quantity

V. STATUS AND EVALUATION OF PRESENT LIBRARY SERVICE
H. Institutions

3. Library Service to the Blind and Handicapped Persons

Approximately 1/7 of the estimated eligible population is taking advantage of the available service. The existing libraries serve largely by rote mailings of available materials. The program is only minimally responsive to requests for material not available through the ordinary channels for material for blind and physically handicapped persons. The service is not responsive to reference and information requests not answered by available titles.

Coordination of other libraries and agencies with the service is improving. Information on titles available to blind and physically handicapped in a format suitable for home use is much improved. A WATS line experiment for free incoming calls to the regional libraries inaugurated in 1972 should prove an additional improvement to the service.

APPENDIX A

REGULATIONS AND CRITERIA FOR GRANTS UNDER TITLE I LIBRARY SERVICES THE LIBRARY SERVICES AND CONSTRUCTION ACT

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
STATE LIBRARY OF PENNSYLVANIA
BUREAU OF LIBRARY DEVELOPMENT
BOX 1601
HARRISBURG, PENNSYLVANIA 17126

REGULATIONS AND CRITERIA FOR GRANTS UNDER TITLE I
LIBRARY SERVICES AND CONSTRUCTION ACT

1.0 Goal of Pennsylvania's Program. The objective of Pennsylvania's State Plan for use of Library Services and Construction Act funds is continued developmer of a statewide system of libraries as provided in Articles II and III of The Library Code, so that good quality, free, convenient, public library service will be available to every resident of the state. The system consists of:

1.1 Local libraries or bookmobile stops so located that library services will be available to every resident of the state within fifteen or twenty minutes travel of his residence.

1.2 District library center services which meet the specialized resources and staff needs of each resident within approximately one hour of his residence.

1.3 Regional library resource center service for the research needs of each resident within a day's round trip of his residence.

2.0 General Policies. The State Library's policy is to render assistance, for projects, to communities that demonstrate they are ready to provide funds for public library service.

2.1 The community must have no library service, or the service which it does have must be inadequate.

2.2 From the beginning date of the project the library must be supported at the minimum required for state aid as specified in Section 303 and sub-sections of The Library Code.

2.3 A municipal government or school board must be a party to the application and project.

2.4 The application must be accompanied by a resolution or ordinance wherei the municipality or school board agrees to maintain or assist in the maintenance of the library to enable it fully to qualify for state aid in accord with The Library Code.

2.5 The plan includes related activities, such as: recruiting programs, film programs, training and education programs, survey and research programs, which will contribute to the understanding and improvement of public library service throughout the state, and contracted for with other agencies.

3.0 Criteria for Approval of Projects

3.1 Whether the project provides service to an area without library service or to an area with inadequate library services.

3.11 An area shall be considered "without library service" when no local library exists within its boundaries, no county library exists within its county, and the municipal officers of the area do not appropriate funds to secure for its residents the free services of a local library located outside its boundaries.

3.12 "Achievement of Standards of Services", in Rules and Regulations Governing Payment of State Aid. Harrisburg: State Library of Pennsylvania, amended June 4, 1970, (Section 31-203, A,2), shall be used to determine adequacy of state aided local libraries.

3.13 The Interim Standards for Small Public Libraries. Chicago: American Library Association, 1962, shall be used to determine adequacy of service of a local library whose direct service area has a population of less than 50,000 people.

3.14 Minimum Standards for Public Library Systems, 1966. Chicago: American Library Association, 1967, shall be used to determine adequacy of service of a local library whose direct service area has a population of 50,000 people or more.

3.15 The "Standards for District Library Centers" in Library Service in Pennsylvania, Present and Proposed. Harrisburg: Pennsylvania State Library, 1958, shall be used to determine adequacy of library services of a district library center.

3.2 Whether or not the project ranks high among the priorities listed in Section 5.0 and sub-sections.

3.3 Whether or not the State Library has expended sufficient funds to meet its basis year (1971) effort for state institutional library services and library services to the physically handicapped.

4.0 Procedures for Applying

4.1 When applying for a project grant, the municipal officers, the library board, and/or agency must submit a formal application which provides the following information:

4.11 A statement of the goals and the objectives of the project.

4.12 A description of how the project will extend library services to areas without such services or improve library services where they are judged to be inadequate.

4.13 A statement of the number of years during which the project will be conducted.

4.14 Details of the proposal including staff requirements, books, other library material to be purchased, required equipment and other necessary items or services.

4.15 A budget for the project including the various sources and amounts of funds to be used during the project and a statement of Library Services and Construction Act money requested.

4.16 A statement of how the project will be evaluated using an approved model of evaluation.

4.17 A description of the existing library facilities and program. Compare them to the Interim Standards, Minimum Standards for Public Library Systems or Pennsylvania Standards for Local Libraries Receiving State Aid.

4.18 A report analyzing the book collection.

4.2 A statement about sources of and the minimum amount of local financial support the library will receive to continue the service after the project period.

4.3 The formal application should be prepared in consultation with a district library center (if a public library) and the State Library liaison person for the district.

4.4 Two (2) copies of the application and related materials must be filed with the State Library, Bureau of Library Development and one (1) copy with the district center. The district center will be asked to submit a statement evaluating the project in light of long range development of public library service in the district.

4.5 Filing dates for each Fiscal Year will be established and announced periodically.

5.0 Priority for Approval of Projects

5.1 Activities which will bring or improve library service to the state, as a whole, when it is without such services or when such services are inadequate, will be given priority. Examples are as follows:

5.11 State Library development

5.12 Statewide film program

5.13 Development of personnel resources

5.2 Activities which will lead to the development of public library service to disadvantaged persons residing in urban or rural areas with high concentrations of low income families.

5.3 Activities which will lead to the provision of public library services to persons residing in sparsely settled areas of the Commonwealth or areas without such services.

5.4 Activities which will lead to development of library systems or extensive interlibrary cooperation as compatable with survey done by Dr. Lowell Martin and State Standards, will be given priority. Examples are as follows:

5.41 Assistance in the development or establishment of library systems meeting at least the minimum standards of service as promulgated by the Governor's Advisory Council on Library Development.

5.42 Processing/bibliographic center(s) for regions of the state. Such centers must be at least multi-district.

5.43 Assistance to metropolitan public libraries which serve as Regional Resource Centers.

5.44 Activities involving development of networks of different types of libraries, and cooperation between different types of libraries, such as improved communications and delivery systems, union lists, or catalogs of materials, and sharing of staff, equipment, or resources.

5.45 All other factors being equal, priority will be given to projects which show a local financial effort sufficient to insure continuation upon termination of federal support.

5.5 Activities which will provide library services, through public or other non-profit libraries, agencies, or organizations, to physically handicapped persons (including the blind and other visually handicapped) certified by competent authority as unable to use conventional printed materials as a result of physical limitations.

5.6 Activities which will provide library services to inmates, patients, or residents of penal institutions, reformatories, residential training schools, orphanages, residential schools for handicapped persons, or other general or special institutions or hospitals operated or substantially supported by the Commonwealth.

5.7 All other factors being equal, priority will be given according to the order of receipt of approvable proposals.

5.8 Proposals for new projects will receive priority over requests for continuation of projects that are scheduled to terminate.

6.0 Uses of Federal Title I Funds

6.1 Title I funds may be used for salaries, books, supplies, utilities, rent, equipment, and other purposes essential to provision of good quality library service.

6.2 Title I funds may not be used for equipment and furnishings if the municipality or library board has been given a Title II grant. Such furniture and equipment must be included in the Title II project.

6.3 Title I funds may not be used for remodeling a building, construction, or for purchase of any furniture and equipment permanently attached to a building.

6.4 No furniture or equipment purchased with the asistance of Federal funds may be discarded or sold by the grantee without the approval of the State Librarian.

6.41 If such furniture and equipment is sold, the proportion of the sale price which represents the Federal Government's equity must be returned to it in cash or credit.

6.42 A list of all furniture and equipment to be purchased, including estimated prices, must be submitted to and approved by the State Librarian prior to expenditure of grant funds. After the items have been purchased, an inventory list of them, including the purchase prices of each, must be sent to the State Librarian.

6.43 Such furniture and equipment may be used only for public library purposes.

6.5 Library materials grants shall be made for three purposes: 1) for newly established innovative library programs, 2) to a library with a new or expanded facility, and 3) to a library which has increased its service area.

6.51 Maximum grants for the purchase of materials to libraries shall be a sum equal to the local expenditures for library materials or an amount no more than $37,500.00 for a district library center and no more than $15,000.00 for a local library annually.

6.52 Library materials grants may be made for a maximum of two (2) years.

6.53 Library materials grants are to be used only for purchase of books, periodicals, and phonograph recordings, and they must be in addition to the library's normal acquisitions.

6.54 If the books are purchased pre-processed, the processing costs may be included as part of the purchase price of the book.

6.55 All materials shall be selected in accord with "Criteria to be Followed When Purchasing Books with Library Services and Construction Act, Title I, Funds", as issued by the State Library.

6.56 Local library selections shall be reviewed, in advance of order, by their district library center personnel or a member of the Bureau of Library Development (where a college district exists).

7.0 Handling of Funds

7.1 The accounts of participating agencies under Title I of the Act must be audited either by a municipal auditor or a certified public accountant retained by the participating agency for that purpose.

7.11 Audits will be required as of the end of each Fiscal Year.

7.12 Three copies of the audit will be filed with the Bureau of Library Development of the State Library of Pennsylvania.

7.2 All Federal funds received under the Act will be expended solely for the purpose for which granted and any such funds not so expended shall be repaid to the United States Office of Education via the State Library agency.

7.3 Participating agencies are required to keep separate accounts for Federal funds paid to them as part of this Act.

7.4 Upon execution of an agreement between the applicant and the State Library, payment of the grant will be made in several payments, as needed, after the project has begun.

7.41 Each payment is to be requisitioned on forms supplied by the State Library. One (1) copy of the reimbursement certificate, accompanied by one (1) copy of requisitions, invoices, and one (1) copy of a librarian's certification and list of funds expended and/or committed, are to be submitted to the State Librarian.

7.42 Ten percent (10%) of the total grant shall be withheld until satisfactory reports and evidence of successful completion of the project have been submitted to the State Librarian.

APPENDIX B

REGULATIONS AND CRITERIA FOR GRANTS UNDER TITLE II
PUBLIC LIBRARY CONSTRUCTION
THE LIBRARY SERVICES AND CONSTRUCTION ACT

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
STATE LIBRARY OF PENNSYLVANIA
BUREAU OF LIBRARY DEVELOPMENT
BOX 1601
HARRISBURG, PENNSYLVANIA 17126
AUGUST 9, 1971

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REGULATIONS AND CRITERIA FOR GRANTS UNDER TITLE II LIBRARY SERVICES AND CONSTRUCTION ACT

Title II, Construction, of the Library Services and Construction Act, P.L. 84-597 as amended by P.L. 88-269, and 91-600 (20 U.S.C. Chap. 16), will be administered in Pennsylvania in accord with the following Regulations and Criteria.

1.0 General Aims. The objective of Pennsylvania's State Plan for use of Library Services and Construction Act funds is continued development of a state-wide system of public libraries as provided in Articles II and III of The Library Code, so that good quality, free, convenient, public library service will be available to every resident of the state. The system consists of

1.1 Local libraries or bookmobile stops so located that library services will be available to every resident of the state within fifteen or twenty minutes travel of his residence.

1.2 District library center services which meet the specialized resources and staff needs of each resident within approximately one hour of his residence.

1.3 Regional library resource center service for the research needs of each resident within a day's round trip of his residence.

2.0 General Policies. The State Library's policy is to render assistance to communities that demonstrate that they are ready to provide funds for public library service. Help is given to establish or rejuvenate a library when municipal or school district officials have given evidence that they are willing to appropriate enough money annually to a public library so that its operating income from state and local sources will surpass three dollars and seventy-five cents ($3.75) per capita for the population of the municipality. Further, the policy of the State Library is to encourage library systems and large units of service and to discourage establishment or continuation of libraries with small service populations and small, potential, annual incomes.

2.1 The amount of each grant will be based on an estimate of the total cost of the project as reported on the application for the grant. The grant will be up to forty-nine percent (49%) of the total reimbursable cost. The grant shall not exceed $100,000 to a local library or $150,000 to a district library center unless adopted projects do not consume the full amount of money allotted to Pennsylvania in a fiscal year in which case grants exceeding the $100,000 and $150,000 limitations may be made after May 15, each year, to projects that received, or would receive, less than forty-nine percent (49%) grants.

3.0 Federal Requirements: Funds appropriated under section 4(a)(2) of the Library Services and Construction Act (20 U.S.C. 351b(a)(2).) and allotted for the purpose of section 201 of Title II of the Act (20 U.S.C. 355a) may be used solely for the purpose of paying the Federal share of the cost of public library construction projects which will result in an usable public library building. *Any funds which are lost or diverted from the purpose must be returned to the State Library by the municipality or its agent. The applicant shall assure that the following terms and conditions will be complied with on all construction projects approved by the State Library for assistance:

3.1 Labor Standards. All laborers and mechanics employed by contractors and subcontractors on all construction projects assisted under the Act will be paid wages at rates not less than those prevailing as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-5) and 29 CFR Part I (29 F.R. 95), and shall receive overtime compensation in accordance with, and otherwise comply with, the provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333); that such contractors and subcontractors shall comply with the provisions of 29 CFR Part 3 (42 U.S.C. 2000e note); and that all construction contracts and subcontracts shall incorporate the contract clauses required by 29 CFR 5.5(a) and (c) (29 F.R. 100, 101, 13463).

3.2 Equal Employment Opportunity. All construction contracts exceeding $10,000 shall include the employment nondiscrimination clause prescribed by section 203 of Executive Order No. 11246 of September 24, 1965, (42 U.S.C. 2000e note), and the local agency shall otherwise comply with the requirements of section 301 of said Executive Order.

3.3 Avoidance of Flood Hazards. In the planning of the construction of library facilities under the Act, the applicant shall, in accordance with the provisions of Executive Order No. 11296 of August 10, 1966 (33 U.S.C. 701 note), and such rules and regulations as may be issued by the Department to carry out those provisions, evaluate flood hazards in connection with such library facilities, and, as far as practicable, avoid the uneconomic, hazardous, or unnecessary use of flood plains in connection with such construction.

3.4 Accessibility to Handicapped Persons. Except as otherwise provided for in the regulations issued by the Administrator of General Services (41 CFR Part 101-17) to implement Public Law 90-480 (42 U.S.C. ch. 51), all library facilities shall be designed, constructed, or altered with funds under the Act in accordance with the minimum standards contained in the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped, Number A117-1-1961, "Approved by the American Standards Association, Inc. (subsequently changed to United States of America Standards Institute). All library facilities using Federal funds shall display in a prominent place the "International Symbol of Access for the Handicapped".

* NOTE: Sections 3.0-3.15 are essentially Federal Regulations edited to remove references to "the State agency" and supplemented with provisions to implement the Federal requirements. Those parts added by the State Library are indicated by an asterisk (*). See Title 45, Code of Federal Regulations, Part 130.5.

3.5 Competitive bidding. All construction contracts and contracts for furniture and equipment shall be awarded to the lowest qualified bidder on the basis of open competitive bidding except that, if one or more items of construction specified in section 4.1 are covered by an established alternative procedure consistent with state and local laws and regulations, which is approved by the State Library as designed to assure construction in an economical manner consistent with sound business practice, such alternative procedure may be followed.

3.6 Elaborate or Extravagant Design or Materials. The projects will be undertaken in an economic manner and will not be elaborate or extravagant in design or materials.

3.7 Display of Signs. The sites of all construction projects shall display a sign stating that Federal funds under the Library Services and Construction Act are being used for such construction. When specifications call for a plaque in the completed building indicating the date of completion and source of funds, funds received under the Act shall be noted.

3.8 Compliance with National Environmental Policy Act of 1969. The applicant shall comply with whatever procedures may be established by the Department to implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C).) and Executive Order No. 11514 (42 U.S.C. 4321 note). The applicant shall also comply with whatever policies and procedures are established by the Department to implement Executive Order No. 11288 (33 U.S.C. 406 note) with regard to the prevention of water polution. *The Act includes preservation of "... important historic, cultural, and natural aspects of our national heritage..." To fulfill the requirements, the applicant must include a brief statement with the grant application including the following points: (1) the environment impact of the proposed project, (2) any adverse environmental effects which cannot be avoided should the proposal be implemented, and (3) alternatives to the proposed action.

3.9 Interest in Site. The municipality or other local agency has or will have a fee simple title or such other estate or interest in the site, including access thereto, as is sufficient to assure undisturbed use and possession of the facilities for not less than the expected useful life of the facility.

3.10 Final Drawings and Specifications. The final working drawings and specifications will be submitted to the State Library for final approval before the project is placed on the market for bidding. *A test boring report about subsurface conditions on the site also must be submitted. The prevailing wage rate schedule and the "DHEW Requirements for Federally Assisted Projects" must be included in the specifications when submitted.

3.11 Prompt Construction. The construction approved pursuant to the project proposal will be undertaken promptly. *Construction must begin within twelve months after approval by the State Librarian and be completed within twenty-four months after construction begins.

3.12 Fire and Safety Codes. In developing plans for public library facilities, the local and state codes with regard to fire and safety will be observed; and in situations where local and state codes do not apply, recognized codes shall be observed. *All final plans must be approved by the Pennsylvania Department of Labor and Industry. The Pennsylvania Art Commission also should review them.

3.13 On-Site Supervision and Inspection. Architectural or engineering supervision and inspection will be provided at the construction site to insure that the completed work conforms to the approved plans and specifications; and representatives of the State Library will have access at all reasonable times, for the purpose of inspection, to all construction work being done under the Act, and the contractor will be required to facilitate such access and inspection. *To insure compliance with this requirement, the municipality or its agent must employ the following people:

*3.131 A registered architect to plan the project and to supervise it adequately to insure that the specifications are fully met.

*3.132 On projects costing more than $1,000,000, an inspector/clerk-of-the-works to continually inspect the project to insure that the contractors and subcontractors fully comply with the drawings and specifications of the project, including the labor laws requirements. (See section 3.0).

3.14 Progress Reports. The applicant undertaking the construction will furnish progress reports and such other information relating to the proposed construction as the State Library requires. (See section 8.0) *Reports must be submitted monthly until construction is completed. A "labor compliance" report must be filed on June 15 and December 15.

3.15 Interest in Completed Facilities. Upon completion of the construction, title to the facilities will be in and retained by the municipality or other public local agency. (20 U.S.C. 355a, 355b, 1232b; 33 U.S.C. 466 note, 701 note; 42 U.S.C. 2000e note, 4151-4156, 4321-4347.)

*3.151 All new buildings must be titled to the municipal government which established and/or maintains or assists in the maintenance of the library. If in the judgement of the State Librarian this requirement cannot be fulfilled, the title may be held by a library board, library association, or building authority.

*3.152 The requirement that the property be titled to the municipality is not intended to apply to projects which propose enlargement, remodelling, or replacement of an existing building on its present site if the building was owned and was used for public library purposes for three years or more prior to the date of application.

3.16 Relocation Assistance and Real Property Acquisitions. Section 210 *(42 U.S.C. 4630) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) requires that the applicant receiving Federal grants provide assurances to the State Librar in connection with a project which will result in the displacement of persons, whether or not the acquisition of the real property involved is federally financed, to the following effect:

3.161 A dislocated person will be paid fair and reasonable relocation payments in the form of payments for his moving and related expenses and for the dislocation of his business or farm operatio (42 U.S.C. 4622); a dislocated owner will be compensated for certain additional costs (including increased interest costs) in connection with acquiring a comparable replacement dwelling which is decent, safe, and sanitary, adequate to accommodate him, reasonably accessible to public services and places of employment, and available on the private market (42 U.S.C. 4623); and a dislocated tenant will be compensated for the cost of renting, or of making a downpayment on the purchase of, a decent, safe, and sanitary dwelling adequate to accommodate such a person in an area not generally less desirable in regard to public utilities and public commercial facilities, and, in the case of rental dwellings, reasonably accessible to his place of employment (42 U.S.C. 4624).

3.162 Relocation assistance advisory services will be made available for such displaced persons (42 U.S.C. 4625).

3.163 Within a reasonable period of time prior to displacement, there will be available in areas no generally less desirable in regard to public utilities and public and commercial facilities and at rents or prices within the financisl means of families and individuals displaced decent, safe, and sanitary dwellings equal to the number of, and available to, such displaced persons and reasonably accessible to their places of employment (42 U.S.C. 4625(c)(3)).

Title 45 CFR Part 15 (published on September 22, 1971 at 36 F.R. 18838) implementing that Act is, by Subpart D, made applicable to federally-assisted programs. Section 15.37(a) thereof provides:

> "(a)...that relocation payments and services will be an eligible project expense. Applications must contain an estimate of the total cost of relocation assistance and a description of the method by which the cost estimate was derived."

Section 211 (42 U.S.C. 4631) of the Act makes eligible as program or project costs those costs incurred pursuant to assurances given under Section 210 (42 U.S.C. 4631) and also the costs under Section 206 (42 U.S.C. 4626) of providing housing replacements as a last resort and also planning and preliminary expenses for additional housing, including seed money loans, under Section 215 (42 U.S.C. 4635).

(Revised 1/5/71)

Also, 45 CFR 15.36 provides:

> "The non-Federal displacing agency shall establish procedures consistent with State and local law for the review of appeals under this procedure."

In Title III of that Act, Section 305 requires that a public agency receiving Federal financial assistance in connection with any program or project which will result in the acquisition of real property (whether or not the acquisition itself is federally financed) provide assurances that it will be guided, to the greatest extent practicable under State law, by the land acquisition policies in Section 301 (42 U.S.C. 4651), relating to negotiation for the acquisition of real property on the basis of appraisals prior to condemnation, and by the provisions of Section 302 (42 U.S.C. 4652), relating to the acquisition of buildings, structures and improvements of tenants in connection with the acquisition of the underlying land, and that property owners will be reimbursed for expenses incident to the transfer of title of the real property (Section 303; 42 U.S.C. 4653), and for litigation expenses incurred because of condemnation proceedings (Section 304; 42 U.S.C. 4654).

Under Section 221(b) of that Act, Sections 210 and 305 will, after July 1, 1972, be completely applicable to States regardless of State law.

* Reference is made to Title 42 of the United States Code.

4.0 Eligibility for a Grant. (Required Local Funds) To be eligible for a grant, a municipality or its agent must certify that it has or can provide local funds equal to fifty-one percent (51%) of the total project costs or the difference between the total project costs and the Title II construction grant, whichever amount is larger. (See also section 2.1). Such certification may include an ordinance appropriating the funds, an ordinance authorizing and floating a bond issue, a report of a certified public accountant showing that a library board has the funds reserved for the purpose in its accounts, a letter of credit, or similar instrument, from a bank, or similar institution, stating that it will lend the necessary funds and detailing the period of time and terms of repayment, or any other document that guarantees that sufficient local funds are, or will be available.

4.1 The following costs attributable to a public library construction project are eligible if incurred after the date of project approval or after such other date as is indicated in subparagraphs 4.13 and 4.15 of this section:

4.11 Erection of new buildings to be used for public library facilities;

4.12 Expansion, remodelling, and alteration (as distinguished from maintenance and repair) of existing buildings to be used for public library purposes;

4.13 Expenses (other than interest and the carrying charges on bonds) related to the acquisition of land on which there is to be construction of new buildings or expansion of existing buildings which are incurred within three fiscal years preceding the fiscal year in which the project was approved by the State Library, if such expenses constitute an actual cost or transfer of public funds in accordance with the usual procedures generally applicable to all state and local agencies and institutions pursuant to 45 CFR, Part 130.34;

4.14 Site grading and improvement of land on which such facilities are located;

4.15 Architectural, engineering, and inspection expenses incurred subsequent to site selection;

4.16 Expenses (other than interest and the carrying charges on bonds) related to the acquisition of an existing building to be used for public library facilities, if such expenses constitute an actual cost or transfer of public funds in accordance with the usual procedures generally applicable to all state and local agencies and institutions pursuant to 45 CFR, Part 130.34 *provided purchase of the building is approved by the State Librarian prior to the date of purchase.

*NOTE: Sections 4.1 through 4.17 are Title 45, CFR, Part 130.43(b) except those parts marked with an asterisk (*).

*4.161 Approval of purchase of a building will be granted only if a professional engineer or architect, registered with the Commonwealth of Pennsylvania, provides an authoritative estimate of cost of adapting the building and certifies that it is of modern construction, is structurally sound, and is structurally capable of bearing the loads attendant upon use for library purposes.

*4.162 Its design and location must conform to current concepts of library architecture, or must be capable of integratio into a building that conforms to those concepts.

*4.163 The floor area of the building must approach closely, or must be suited to economical enlargement to approach closely, the recommendations of Tables 1 or 2 on pages 9 and 10 of the publication, The Small Library Building, by Joseph H. Wheeler, American Library Association, 1963.

*4.164 The cost of acquisition and alteration must be substantially less than the estimated cost of constructin a new building.

4.17 Expenses related to the acquisition and installation of initial equipment to be located in a public library facility provided by a construction project, including all necessary building fixtures and utilities, office furniture, and public library equipment and catalog cabinets, circulation desks, reading tables and study carrels, booklifts, elevators, and information retrieval devices (but not books or other library materials.)

4.2 Local money which has been used to match for or earn other Federal or state grants may not be used to match for Title II funds. Similarly. local money which has been used to match Title II money may not be used to match or earn other federal or state monies.

4.3 If the local share of the project costs is borrowed (by bond issue, from a bank in the form of a mortgage, or borrowed in any other way) the applicant must submit with his application a report about the source of the funds to repay the loan, the period of time over which repayment is scheduled, and the amount of the annual payments. Neither the state aid received by a library under terms of Article III of The Library Code, the Act of June 14, 1961, P.L. 324, nor the local funds spent to earn that aid may be used to defray any part of the principal of such a loan.

4.31 The cost of raising or providing money to cover the local share of a project's cost is not eligible for inclusion in a project and is not reimbursable.

4.4 Where the total cost of a project is not fully attributable to construction of public library facilities, the expenditures shall be prorated between the eligible and non-eligible purposes. Documented cost data must be submitted to substantiate the prorated expenditures. (45 CFR, s130.36)

4.5 A grant will not be made to assist construction of a public library in combination with an elementary or secondary public, private, or parochial school or school building, or in combination with an institution of higher learning or in combination with a building for an institution of higher learning. (45 CFR, s130.3(1) and s130.5(a).)

5.0 A municipal government, school board, board of library directors, library association, or building authority will be eligible to receive a grant and administer a construction project only if its application is accompanied by a copy of an ordinance, or equivalent form of legislation, enacted by the municipal government or the school board. The ordinance must contain the following points:

5.1 It must establish the library in accord with The Library Code, the Act of June 14, 1961, P.L. 324, P.S. §4401 and 4411, or it must designate a library board of directors or library association as the agent of the municipality to provide public library service to its residents and taxpayers.

5.2 It must specify that the municipality will maintain, or assist in the maintenance of the library at a level of financial support to insure that it will have an annual income from state and local sources of not less than three dollars and seventy-five cents ($3.75) per capita for the population of the municipality and that it will fully qualify for state aid in accord with The Library Code, supra, 24 P.S. §4303; (see also section 2.0 and 7.0 et seq.)

5.3 It must specify the number of representatives that are to be appointed by the municipal government to serve on the library board of directors in accord with The Library Code, supra, 24 P.S. §4411.

6.0 An application from a library board of directors or library association must also be accompanied by a copy of a resolution or contract wherein the board or association accepts designation as the agent of the municipality as prescribed in paragraph 5.1 above.

7.0 A grant will be made to a municipality, a group of municipalities acting jointly, or the agent thereof, only if the population of the service area of the library is at least 10,000 people and the municipality or municipalities guarantee that the library will have an annual income for operating purpose, exclusive of mortgage or loan payments, of not less than $3.75 per capita in state and local money. In the case of a branch library, the population of its service area must be at least 10,000 people and the system must guarantee the branch an annual operating budget of not less than $3.00 per capita, not including mortgage or loan payments or the estimated value of service rendered by the system or by the system's administrative officers.

7.1 A grant will not be made to assist construction of a building having less than *5,000 square feet of area apportioned approximately as follows:

7.11 2,000 square feet of area for a book collection of 20,000 volumes.

7.12 1,350 square feet of area to accommodate seats for forty-five (45) people in reading areas.

7.13 650 square feet of workroom and office area to accommodate a staff of four (4) people.

7.14 1,000 square feet of other area for entryways, restrooms, machinery room, storage, etc.

7.2 The applicant must present assurances that library service will be offered from the new or enlarged building as follows:

7.21 Branch or federated libraries serving fewer than twenty-five thousand people must be open a minimum of thirty-five (35) hours weekly including, at least, five afternoons and three (3) evenings.

7.22 In places of ten thousand or more people, but fewer than twenty-five thousand people, a local library must be open a minimum of forty (40) hours weekly including, at least, five (5) afternoons and four (4) evenings.

7.23 In places of twenty-five thousand or more people, but fewer than 50,000 people, a local library must be open a minimum of fifty (50) hours weekly including five (5) afternoons and five (5) evenings. A branch or fderated library serving this population group must be open a minimum of 40 hours weekly, including five (5) afternoons and four (4) evenings.

* NOTE: A library of that size is believed to be adequate to serve as a branch library building for a community having a population of 10,000 people.

7.24 In places of more than fifty thousand people, local libraries must be open a minimum of sixty-five (65) hours weekly, including five (5) afternoons and five (5) evening. A branch or federated library serving this population group must be open a minimum of fifty (50) hours weekly including five (5) afternoons and five (5) evenings.

7.3 The applicant must present assurance that, excluding janitorial and maintenance personnel, the library will be operated by a paid staff of employees at the ratio of one full-time (i.e., not less than thirty-five (35) hours weekly) employee for three thousand five hundred (3,500) people in the library's service area. The librarian-in-charge to be qualified as follows:

7.31 In a branch library serving more than ten thousand people but fewer than twenty thousand people, the librarian-in-charge to be eligible to hold the certificate of Library Assistant. (See The Library Code, supra, 24 P.S. s4201 (13).)

7.32 In local libraries serving ten thousand or more people but fewer than twenty thousand people, the librarian-in-charge to be eligible to hold the certificate of Provisional Librarian.

7.33 In local libraries serving twenty thousand or more people, the librarian-in-charge to be eligible to hold the certificate of Professional Librarian.

8.0 Conditions of the Grant.

8.1 For a project to be adopted, the construction plans, the site, and the proposed plan of annual operation of the library must be approved by the State Librarian.

8.2 A project cannot be adopted if it is advertised for bids or if the construction contracts have been signed before the project is approved by the State Librarian and acknowledgment of that approval is received from the United States Office of Education.

8.3 After the State Librarian has adopted a project, the grantee must inform the Supervisor of Library Construction Grants of the State Library, and ask his concurrence, as the final building, furniture, and equipment plans are developed and, before seeking bids, must submit a furniture and equipment layout and a list and specifications for the furniture and equipment to be purchased.

8.4 One copy of each construction contract and subcontract must be submitted to the State Librarian after the contracts are awarded. A tabulation of all bids received for each contract must also be submitted.

8.5 All buildings constructed, purchased or remodelled with the assistance of Library Services and Construction Act funds must continue to be devoted to public library purposes after completion.

8.6 Buildings constructed, land, furniture, or equipment purchased with the help of federal funds may not be discarded, diverted to another use, or sold by the grantee without the approval of the State Librarian. If such furniture, equipment or other property is sold, the proportion of the sale price which represents the federal government's equity must be returned to it in cash or credit. For that reason, an itemized inventory list, complete with the unit cost of each item, of all furnitur and equipment purchased must be deposited with the State Library before completion of an adopted project. Thereafter, the State Library must be notified whenever items of the furniture or equipment are discarded or sold. (45 CFR, s130.80(a)&(b).)

8.7 All library service provided from buildings constructed, expanded, remodelled, or altered with the assistance of Library Services and Construction Act funds is to be available free of charge and without discrimination to all members of the community, district, or region served.

8.8 The project administrator must notify the State Librarian of the date when the completed building will be opened for use not less than one month prior to that date. A "completed project" report must be submitted within the intervening thirty days.

9.0 Application Data Requirement. When applying for a grant, the municipality or its agent must present:

9.1 The applicant must send a letter of intent to apply for a grant to a metropolitan or regional planning commission and to the State Coordinator, Project Notification and Review System, State Planning Board, Box 191, Harrisburg, 17120. The letter must report the location of the building, outline the proposed project, and report whether or not it relates to another local, regional, or state development or plan. Thirty (30) days must be allowed for a reply from the Planning Commissior in which each will declare either an interest or no interest. Thereafter the application for a grant may be filed as described below. Send with the application copies of the letters received from the planning commissions.

9.2 A completed application on a form supplied by the State Library. (Three copies)

9.3 A program statement covering objectives, activities, and physical requirements for the building that is to be constructed or renovated. (Three copies) (See also section 7.1)

9.4 A preliminary plan for the project including front, rear, and side elevations and floor plans (showing the location of all pieces of furniture and equipment) for each level to be constructed or remodelled. (Four copies)

9.5 An outline of the specifications for the project. (Four copies)

9.6 A plan for operation of the completed facility. The plan must include an estimated annual cost of operation and amounts and sources of anticipated income. (Three copies)

9.7 Assurance that money for the local share of the cost is available. (Three copies) (See also section 4.0 et seq.)

9.8 A copy of a deed, or other document, to show that the municipality owns the land upon which the building is to be constructed. (Three copies) A copy of zonning approval and certification to show that the location of the building complies with local zoning ordinance must also be submitted. (Three copies) (See section 3.9)

9.9 A report from the Office of the District Army Engineer evaluating the flood hazard to the site on which a building is to be constructed or remodelled. (See section 3.3)

9.10 Assurance from the architect that he will specify those features necessary to make the building accessible and usable by handicapped people. (see section 3.4)

9.11 A brief statement assuring that the project will be in accord with the National Environmental Policy Act of 1969 (42 U.S.C. 4332 (2)(c). (see section 3.8)

10.0 Criteria for Inadequacy of Libraries Which Apply. The following guidelines will be used as criteria to determine the inadequacy, and degree thereof, of libraries that apply for grants.

10.1 The Interim Standards for Small Public Libraries: Guidelines Toward Achieving the Goals of Public Library Service, (Chicago, American Library Association, 1962), shall be used to determine adequacy of facilities and services of a local library or branch library building the direct service area of which has a population of less than 50,000 people.

10.2 The lesser of the figures in Table 2, "Experience Formulas for Library Size and Costs" on page 10 of The Small Library Building*, and Minimum Standards for Public Library Systems, 1966, (Chicago, American Library Association, 1967), shall be used to determine adequacy of facilities and services of a local library of which the direct service area has a population of 50,000 persons or more.

10.21 In the case of a municipality of 50,000 or more people, a part of the municipality in which reside at least 10,000 people will be judged to be inadequately served if an adequate central library or branch library is not within ten minutes driving time or a two mile radius of the site of a proposed new branch.

10.22 A district library center will be judged inadequate if it does not meet the Standards for District Library Centers as stated in Library Services in Pennsylvania, Present and Proposed... Harrisburg; the State Library, 1958.

11.0 Criteria for Determining Area Inadequacy. Library services in an area are judged to be inadequate when no existing library measures up to the requirements of the Interim Standards for Small Public Libraries or Minimum Standards for Public Library Systems, 1966.

An area is judged to be without library service when no local library exists within its boundaries, no county library exists within the county, and the municipal officers do not appropriate funds to secure free service from a local library located outside its boundaries.

*NOTE: The Small Library Building, by Joseph L. Wheeler, Number 13 in a series of pamphlets, Small Library Project, Library Administration Division, American Library Association. Chicago, American Library Association, 1963.

12.0 Procedures for Approval of Projects.

12.1 When applying for a grant, the applicant must present an application and supplementary documents including those listed in Regulations 4.3 and 9.0 et seq.

12.2 Upon receipt by the Bureau of Library Development of the State Library, the application and supplementary documents will be reviewed by a library development supervisor to verify that the applicant has fulfilled all of the requirements. The materials and preliminary plans will then be reviewed by consultants, under contract to the State Library for the purpose, who will recommend to the State Librarian whether or not to adopt given projects. Each project will be appraised in relation to the criteria and priorities.

13.0 Administration of Title II. On behalf of the State Library, the Title II program will be administered by a Library Development Advisor, such clerical personnel as necessary, several consultants retained under contract by the State Library, and a field auditor of the Office of Comptroller of the Department of Education, the latter to verify compliance by contractors with the labor laws and to conduct the final audit of the financial records of each project.

14.0 Criteria for Approval of Projects. The first factor to be considered relative to approval of projects by the State Librarian will be whether or not existing facilities, if any, approach or exceed the criteria outlined in Section 10.0 et seq. Approval by the State Librarian will be determined by whether or not the proposed alteration, addition, or new construction will approach or exceed the criteria of section 10.0 et seq and whether or not the proposal conforms with the general aims and general policies stated in section 1.0, et seq and 2.0. Further determining factors are the following: (*45 CFR s130.19(v).)

14.1 Whether or not the design of the building will encourage use, is efficient, will result in an effective building. (See also section 7.1)

14.2 Whether or not the location of the building will enable it to be of maximum usefulness to the people it is intended to serve.

14.3 Whether or not the assured, annual operating income will permit effective, productive use of the building. (See section 7.0 et seq.)

14.4 Whether or not the project and building plan fully complies with federal, state, and local requirements. (See section 3.0)

*NOTE: The reference is to Title 45, Chapter I, Part 130 of The Code of Federal Regulations.

15.0 Grants will be awarded in the following order of priority.

15.1 A project to construct a new State Library building will have first priority.

15.2 A project to construct or improve a district library center building will have second priority.

15.3 Headquarters buildings for systems in the following order of preference:

15.31 Systems serving over 200,000 people.
15.32 Systems serving between 100,000 and 199,999 people.
15.33 Systems serving between 50,000 and 99,999 people.

15.4 Independent local libraries and federated libraries or branch libraries of systems in the following order of preference:

15.41 Federated libraries or branches serving 75,000 or more people.
15.42 Federated libraries or branches serving 50,000 to 74,999 people.
15.43 Independent local libraries serving 75,000 or more people.
15.44 Federated libraries or branches serving 25,000 to 49,999 people.
15.45 Independent local libraries serving 50,000 to 74,999 people.
15.46 Federated libraries or branches serving 10,000 to 24,999 people.
15.47 Independent local libraries serving 25,000 to 49,999 people.
15.48 Independent local libraries serving 10,000 to 24,999 people.

15.5 Within each of the above priorities the following sub-priorities will be applied:

15.51 Buildings to serve disadvantaged, poverty, and unserved areas will be given preference;

15.52 Where inadequate facilities are to be improved or replaced, the existing facilities will be measured against the standards cited in section 10.0 et seq. The project which shows the greater number of elements of inadequacy will receive preference;

15.53 New buildings will receive preference over enlargements and remodelling;

15.54 When other factors are equal, the order of receipt of approvable applications and the intended date of the start of construction will become determining factors.

16.0 Payment of the Grant.

16.1 The Library Services and Construction Act grant will be paid to the grantee as a reimbursement in several payments, as needed, after construction work on the project has begun. Not more than one payment may be requested monthly. Each payment is to be requisitioned on a form supplied by the State Library. To be included with each requisition are the following documents:

16.11 Five copies of a reimbursement certificate (preferably including no photocopies), a supply of which will be furnished by the State Library. At least two copies must carry inked - not photocopied - signatures.

16.12 Five copies of a list of contractors and vendors paid and the amount of the payment. The date of each invoice, the name and business of the contractor or vendor and the amount of each bill should be stated on each list.

16.13 Four copies of each requisition or invoice paid, one of which must have inked signatures and may not be a photocopy.

16.14 Four copies of the architect's certificate-of-work-completed authorizing payment of the contractor or vendor, one of which must have inked signatures and may not be a photocopy.

16.15 The final payment, which will be equal to ten percent (10%) of the total grant, will be withheld until

16.151 A state or federal auditor has audited the project's accounts and grants his approval;

16.152 A satisfactory inventory list of furniture and equipment has been received by the State Librarian. The list must include quantity, description, vendor, and price of each item. Forms for the list will be provided by the State Library. The list must include all items purchased with federal funds costing more than $200 per unit for each item. (45 CFR, s130.41)

A municipality or its agent also must maintain such a list at least until depreciation of such furniture and equipment results in a fair market value of less than $200 per unit or until its disposition in accordance with section 8.6.

Whenever public library facilities or items of equipment, in the cost of which the federal government has participated, are no longer used for a purpose permitted under the Act, or are sold and the proceeds from such sale are not used for such a purpose, the federal government shall be credited with its proportionate share of the value of such facilities or equipment at the time of such diversion or sale, the value being determined on the basis of the sale price in the case of a bona fide sale or on the fair market value in the case of discountinuance of use or diversion for other than library purposes. (20 U.S.C. 1232e). Whenever such equipment or facilities are disposed of, the State Librarian must be notified. (45 CFR s130.40)

17.0 Retention of Records. The municipality or its agent shall provide for keeping accessible and intact all records of the project for five years after completion of the project or until the State Library is notified of the completion of a federal audit of the state's records of its construction projects, whichever is earlier. (45 CFR, s130.39)

The records involved in any claim or expenditure which has been questioned by the state or federal audit shall be maintained until necessary adjustments have been made and the adjustments have been approved by the State Librarian. (20 U.S.C. 351d(b), 1232c) (45 CFR s130.39(c))

18.0 Procedure of appeal from the decision of the State Librarian as required by section 203(a)(3) of Public Law 88-269 (as amended by P.L. 91-600 and 45 CFR s130.19(v).

18.1 If an application for a grant is not approved by the State Librarian, his decision may be appealed to an Appeals Committee composed of members of the Advisory Council on Library Development.

18.11 The appeal must be filed with the State Librarian within thirty days after the notice is mailed to the municipal officers or their agents informing them of the State Librarian's decision.

18.12 At the hearing on the appeal, the appellant shall offer its testimony under oath in support of its appeal, and a written brief shall be submitted by the appellant or its counsel at the time of said hearing or at any date thereafter as approved by the Appeals Committee.

18.13 The Appeals Committee will grant the appellant a hearing within forty-five days of the date on which the request for a hearing is received.

19.0 Definitions:

19.1 Public Library. The term "public library" means a library that serves free of charge all residents of a community, district, or region without discrimination and receives its financial support in whole or in part from public funds. The term does not include libraries such as law, medical, school, and academic libraries which are organized to serve a special clientele or purpose. (45 CFR s130.3(1).)

19.2 Local Library. The term "local library" means public library.

19.3 Branch Library. A "branch library" is an agency which is part of a public library system, is administered by the administrators of the system, is financed primarily with system funds, is incorporated in the system budget, is staffed by system personnel, and is governed by system policy. Books and other library materials for such an agency are selected as a system function and are cataloged and otherwise processed by the system headquarters.

19.4 Federated Library. A "federated library" is a public library which has agreed to participate in a county, township, or school district public library system from which some or most of its financial support is derived in the form of money, library materials, personnel, and/or services. Use of the library is free to all residents of the municipality served by the system, its policies are those of the system, and it is responsive to the administrators of the system.

19.5 County Library. The term "county library" means any local library or division of a local library which derives income from the commissioners of the county for the express purpose of making its resources and services available without charge to all residents of the county, and to bring direct library service to those county residents not being served by other local libraries located within the same county. (The Library Code, the Act of June 14, 1961, P.L. 324, 24 P.S. s4102(2).

19.6 Public Library Construction. The terms "public library construction" and "construction" include construction of new public library buildings and acquisition, expansion, remodelling, and alteration of existing buildings to be used as public libraries, and initial equipment of any such buildings, or any combination of such activity, (but not books or other library materials) including architect's fee and the cost of the acquisition of land. (45 CFR s130.3(c)).

19.7 Project and Construction Project. The terms "project" and "construction project" mean a construction project which is eligible for a grant under the approved State Plan and which will result in a usable public library facility.

19.8 Municipality. The term "municipality" means any county, city, borough, town, township, or any school district of the second, third, or fourth class, which establishes or maintains a public library. (The Library Code, the Act of June 14, 1961, P.L. 324, 24 P.S. s4102(6).)

19.9 Municipal Officers. The term "municipal officers" means the mayor or manager and council of any city, the manager and council of any borough or town, the manager and/or commissioners or supervisors of any township, the commissioners of any county or the board of school directors of any school district of the second, third, or fourth class, which establishes or maintains a local library. (The Library Code, the Act of June 14, 1961, P. L. 324, 24 P.S. §4102(7).)

19.10 System. The term "system" means a group of libraries under the control of one library board, or a group of libraries joined together by contract or share or exchange personnel, services, equipment, and books and other material.

19.11 Library Materials. The term "library materials" means books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, printed, published, and audiovisual materials, non-conventional materials designed specifically for the handicapped, and other materials of a similar nature.

19.12 Equipment. The term "equipment" means as distinguished from consumable supplies and other materials means a fixed or movable article or set of articles which meets all the following conditions: (1) the article retains its original shape and general appearance with reasonable care and use over a period of at least one year; (2) it is nonexpendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit; and (3) it does not lose its identity through incorporation into a different or more complex unit or substance. For purposes of Regulation 4.17, the term "equipment" includes machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them; and all other items necessary for the functioning of a particular facility as a facility for the provision of library services. (45 CFR §130.3(f).)

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These Regulations and Criteria were approved by the Advisory Council on Library Development of the Commonwealth of Pennsylvania on September 20, and November 29, 1967, and June 10, 1971.

State Library of Pennsylvania
Bureau of Library Development
Box 1601
Harrisburg, Pennsylvania 17126

BLD:LSCA II:cms: 200: 8/9/71

APPENDIX C

REGULATIONS AND CRITERIA FOR GRANTS UNDER TITLE III
INTERLIBRARY COOPERATION
THE LIBRARY SERVICES AND CONSTRUCTION ACT

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
STATE LIBRARY OF PENNSYLVANIA
BUREAU OF LIBRARY DEVELOPMENT
BOX 1601
HARRISBURG, PENNSYLVANIA 17126

REGULATIONS AND CRITERIA FOR GRANTS UNDER TITLE III LIBRARY SERVICES AND CONSTRUCTION ACT

1.0 Goal of Pennsylvania's Program. This program is intended to promote cooperation among libraries of all types and to coordinate the resources and services of those libraries in order to make the best possible library services available to all Pennsylvanians.

2.0 General Policies.

2.1 Title III funds may not be used for the purchase of library materials.

2.2 A final report and audit of the project at the end of each year of the project's duration shall be required.

3.0 Criteria for Approval of Projects.

3.1 Whether the project involves different types of libraries to a meaningful extent and has potential for improving cooperation among them.

3.2 Whether a wide geographic area is included.

3.3 Whether the project is innovative and imaginative.

3.4 Whether the project is within the provisions and limitations of the long range state plan.

3.5 Whether the project has a good chance of continuing after Federal funds are exhausted.

3.6 Whether the benefits of the project will justify its cost.

3.7 Whether the participating libraries and other agencies involved are committed to the long range objectives of the program.

3.8 Whether the project will be adequately staffed.

3.9 Whether the project includes an evaluation component.

4.0 Procedures for Applying.

4.1 When applying for a project grant, the library or agency must submit a formal application which provides the following information.

4.11 A statement of the goals and objectives of the project.

4.12 A description of the project, including a discussion of what kinds of activities will be undertaken.

4.0 Procedures for Applying. (Continued)

4.13 A discussion of how the project will extend and improve interlibrary cooperation or the coordination of the resources and services of different types of libraries.

4.14 A statement of the number of years during which the project will need grant funds.

4.15 A budget for the project, including various sources of funds and amounts to be expended for personnel, equipment, supplies, and services.

4.16 A statement of how the project will be evaluated and a discussion of the evaluation process to be used.

4.2 The formal application should be prepared in consultation with the coordinator of Interlibrary Cooperation.

4.3 Two (2) copies of the application and related materials must be filed with the Bureau of Library Development, State Library of Pennsylvania.

5.0 Handling of Funds.

5.1 The accounts of participating agencies under Title III of the Act must be audited either by a municipal auditor or a certified public accountant retained by the participating agency for that purpose.

5.11 Audits will be required as of the end of each Fiscal Year.

5.12 Three copies of the audit will be filed with the Bureau of Library Development, State Library of Pennsylvania.

5.2 All Federal funds received under the Act will be expended solely for the purposes for which granted and any such funds not so expended shall be repaid to the United States Office of Education.

5.3 Participating agencies are required to keep separate accounts for Federal funds paid to them as part of this Act.

5.4 Upon execution of the agreement between the applicant and the State Library, payment of the grant will be made in several payments, as needed, after the project has begun.

5.5 Ten percent (10%) of the total grant shall be withheld until satisfactory reports and evidence of successful completion of the project have been submitted to the State Librarian.

APPENDIX D

OA-501 12-67

COMMONWEALTH OF PENNSYLVANIA

September 1, 1972

SUBJECT: State Plan for the Library Construction and Services Act; Annual Program Description for Pennsylvania's Participation in the Library Services and Construction Act, Titles I and III for Fiscal Year 1972-1973

TO: Neal V. Musmanno
Deputy Secretary
Department of Education

FROM: A. Edward Simon
Director
Office of State Planning and Development

In accordance with U. S. Office of Management and Budget Circular A-95 and Pennsylvania Administrative Directive #64, the Office of State Planning and Development on behalf of the Governor has reviewed the State Plan for the Library Services and Construction Act and the Annual Program Description for Fiscal Year 1972-1973. We have examined the five year plan to determine whether the philosophy, goals and objectives, and strategies outlined in the plan are consistent with overall long range State policies and the plans and programs of other State agencies.

The Five Year Plan for Library Services and Construction appears well conceived and adheres to acceptable planning principles. The Annual Program Description for Titles I and III for 1972-1973 also adheres to fulfilling the stated goals and objectives of the five year plan. While the five year plan and the annual work program are generally acceptable, there are several deficiencies which we have detailed below.

A. Neither the five year plan or the annual work program give any indication of the impacts of the previous years programs and funding efforts. The absence of this information makes it especially difficult to effectively review both the five year plan and the annual work program. It is recommended that program performance indicators be included in any future plans which are submitted for our review.

B. Mr. Musmanno's memorandum states that priority consideration will be given to projects designed to assist those libraries affected by the flood. While we endorse this effort the annual work program fails to specify the projects or libraries which will receive priority consideration and the funding levels for each project.

C. The actual projects which will be funded for 1972-1973 appear to be consistent with the overall goals and objectives as outlined in the five year plan. However, Projects No. VII and VIII share a common deficiency. While the individual projects and the funding levels are listed the method of selecting applicant libraries for funding is not outlined. In Project No. XI there is no indication of the projects to be funded or the method of selecting successful applications.

D. Project No. I under Title III, Interlibrary Cooperation Grants suggests the establishment of eight regional councils which would be involved in developing and promoting cooperative projects in their respective areas. We recommend that before the eight regional councils are established that the Department of Education give close consideration to Executive Directive No. 48 dated August 28, 1972, which establishes 10 common planning regions for Pennsylvania. As stated in the Directive the Governor is hopeful that all State and Federal programs will eventually be consistent with these 10 common regions.